

# TABLE OF CONTENTS

<b>1. INTRODUCTION</b>	<b>1-1</b>
<hr/>	
Main Features .....	1-1
Launching the Software .....	1-2
About the Desktop Window .....	1-4
<b>2. SCANNING</b>	<b>2-1</b>
<hr/>	
About the Scanner .....	2-1
About TWAIN .....	2-1
Precautions when Preparing and Scanning Originals .....	2-1
Selecting the Scan Source .....	2-2
How to Scan in the Laser Multifunction Desktop .....	2-3
Selecting the Right Resolution .....	2-6
Using the Scanner in Other Applications .....	2-6
<b>3. EDITING AND HANDLING OF IMAGE FILES</b>	<b>3-1</b>
<hr/>	
Importing a Document to the Multifunction Desktop .....	3-1
Creating Documents and Folders in the Desktop .....	3-1
Changing Document Views .....	3-3
Renaming Documents and Folders in the Desktop .....	3-6
Storing Documents .....	3-7
Image Enhancing Tools .....	3-9
Drawing and Other Editing Tools .....	3-11
Changing Annotation Settings .....	3-12
Document Stacking and Unstacking .....	3-20
Sorting Documents .....	3-21
Document Summary Tool .....	3-22
Finding Documents .....	3-23
Importing and Exporting .....	3-25
Linking to Other Applications .....	3-27
E-Mailing Documents .....	3-29
Changing Desktop Properties .....	3-30
<b>4. PRINTING</b>	<b>4-1</b>
<hr/>	
About the Printer .....	4-1

About the Printer Driver .....	4-1
Printing from the Multifunction Desktop .....	4-2
Printing from an Application .....	4-4
Printing to the Desktop from Other Applications .....	4-5
Using the Laser Multifunction Copier Utility .....	4-9

## **5. USING THE MULTIFUNCTION CONTROL PANEL** 5-1

---

Opening the Control Panel .....	5-1
Setup for Auto Dial E-mail .....	5-2
Programming Rapid Key and Speed Dial Numbers .....	5-3
Programming Group Keys .....	5-5
Setting Up the E-mail Key .....	5-6
Making a backup copy of the Control Panel settings .....	5-7

## **6. PC FAXING** 6-1

---

PC Fax Setup .....	6-1
Basic PC fax settings .....	6-1
Sending Faxes .....	6-4
Faxing a document from another application .....	6-6
Entering contacts in a phonebook .....	6-6
Receiving Faxes .....	6-9
Fowarding received faxes to an E-mail destination .....	6-11

## **INDEX**

---

**INDEX-i**

# 1. INTRODUCTION

The Sharp Laser Multifunction software consists of the Laser Multifunction Control Panel and the Multifunction Desktop. The Multifunction Control panel allows you to program auto dial numbers in the Laser Multifunction unit for e-mail and fax, and the Multifunction Desktop serves as a centralized base for managing and manipulating documents coming from or going to the Laser Multifunction unit.

## Main Features

- **PC faxing**

The Multifunction Desktop offers a range of PC faxing options, including sending and receiving faxes, a fax log, and a handy fax phonebook.

- **Printing**

You can print both from the Laser Multifunction Desktop, and from other applications. You can also print from other applications into the Multifunction Desktop to create a centralized file registry.

- **Scanning**

The scanner component of the Multifunction Desktop gives you features you would normally find in a dedicated scanner, and is TWAIN compatible.

- **Linking**

The Multifunction Desktop supports linking to other applications. You can, for example, link to your e-mail software to send a Multifunction Desktop document as an e-mail attachment.

Please note the following information about scanning, printing and faxing photographs using the Sharp Laser Multifunction unit and the Laser Multifunction Desktop Software.

### 1. Scanning and printing photos

To scan and then print a photograph, we recommend that you use Grayscale for the Scan mode rather than B&W Photo.

If you wish to use B&W Photo mode, scanning a photo at 300 dpi and printing it at 300 dpi generally gives better results than scanning the photo at 600 dpi and printing it at 300 dpi.

If a photograph is scanned at 600 dpi in B&W Photo mode, it may not be possible to print the photograph at 600 dpi. In this case, close any other applications that may be open, and then try printing at 300 dpi.

If printing is not successful and the printing process appears to have stopped, cancel the job as follows:

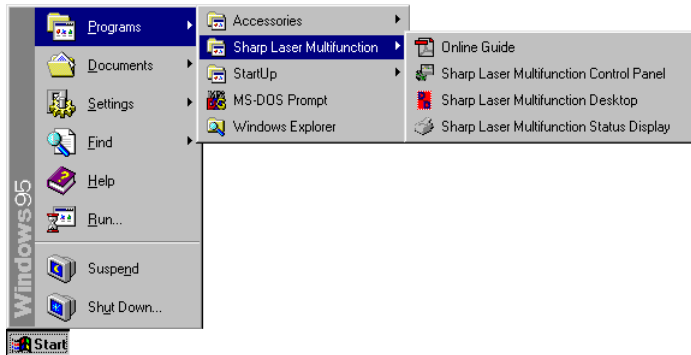
1. Click the Cancel button in the print monitor window that appears during printing.
2. Make sure that the Laser Multifunction unit has returned to the normal standby state.
3. Click the "X" in the upper right-hand corner of the print monitor to close it.

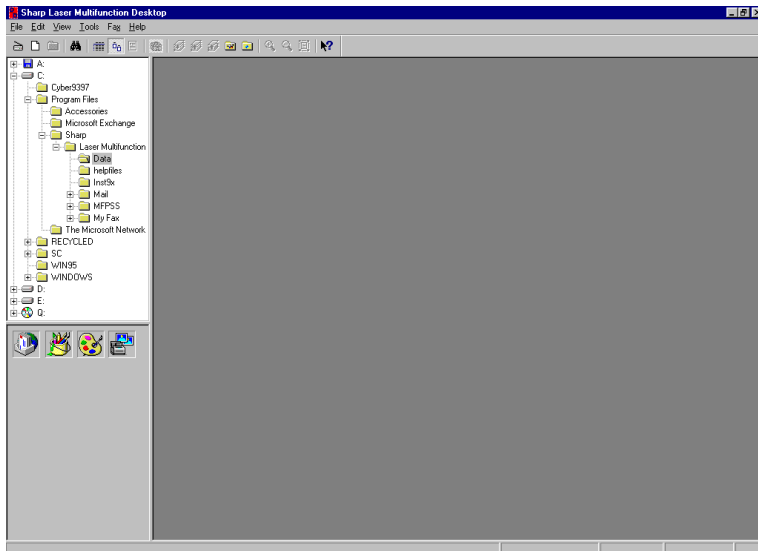
### 2. Faxing photographs

When faxing a photograph, we recommend that you fax the photo directly from the Laser Multifunction unit using the panel keys. Scanning the photo into the Multifunction Desktop software and then faxing it using the PC Fax feature will not produce as good an image as faxing directly from the unit.

## Launching the Software

To launch the Multifunction Desktop or the Control Panel, access the Programs menu from the **Start** button on the taskbar of your Windows® desktop, as shown below. Then select **Sharp Laser Multifunction** from the Programs menu. A menu will appear showing **Sharp Laser Multifunction Desktop** and **Sharp Laser Multifunction Control Panel**. Click on the desired component to launch it.



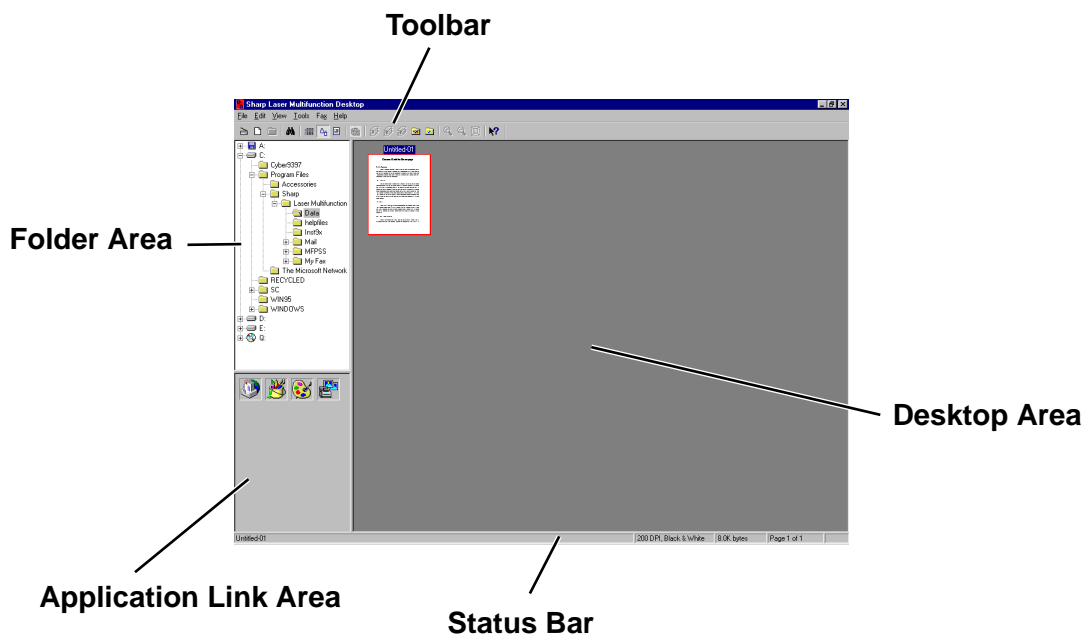


The Multifunction Desktop is shown above. The Multifunction Desktop is the centralized location for all document activity with the unit. Documents are received into the Multifunction Desktop via scanner, file import, and the Sharp Laser Multifunction Desk driver. Once documents are on the desktop they can be acted upon by a set of internal document tools. Specifically, the desktop allows you to:

- **Scan documents**
- **Store documents**
- **Import from and export documents to other file formats**
- **Print documents**
- **E-mail documents**
- **Interface with other Windows® applications and other services**
- **Enhance document images**
- **Annotate documents and highlight text within documents**
- **Summarize document information**
- **Search for and retrieve documents**
- **Stack documents**

# About the Desktop Window

The Multifunction Desktop window consists of five basic parts: the Toolbar, the Folder Area, the Application Link Area, the Desktop Area, and the Status Bar.



## • Toolbar

The Toolbar runs across the top of the Multifunction Desktop window, and contains both menu commands and buttons to open the scanner window, create a new document, change the view style of documents in the Desktop Area, and perform other tasks. The Toolbar can be hidden or displayed by selecting Toolbar in the View menu.



### Acquire Image:

Click on this button to invoke scanning.



### New document:

Click on this button to create a new document.



### New folder:

Click on this button to create a new folder.

**Find:**

Click on this button to find a document.

**List View:**

Clicking on this button will cause all documents in the Multifunction Desktop to be displayed as a list.

**Thumbnail View:**

Clicking on this button will cause all documents in the Multifunction Desktop to be displayed side-by-side as “thumbnail” images.

**Page View:**

Select a document and then click on this button to view it as a full page.

**Show Image Toolbox:**

Clicking on this button when in Page View will either display or hide the Image Toolbox.

**Stack:**

Clicking on this button will cause any selected documents in the Multifunction Desktop to be stacked on top of each other.

**Unstack:**

Click on this button to unstack any selected document stack in the Multifunction Desktop.

**Unstack top page:**

Click on this button to unstack the top page only from any selected document stack in the Multifunction Desktop.

**MFP Control Panel:**

Click on this button to invoke the Laser Multifunction Control Panel.

**Annotation Properties:**

Click on this button to set and change properties for annotating documents..

**Zoom In:**

Click on this button in Page View to increase the magnification for viewing a document.

**Zoom Out:**

Click on this button in Page View to decrease the magnification for viewing a document.

**Fit to Window:**

Click on this button in Page View to fit the entire document within the window.

**Help:**

Click on this button and then click on any part of the Multifunction Desktop that you want more information about. A pop-up explanation will appear.

- **Folder Area**

The Folder Area allows you to access and save documents in an Explorer-like interface.

- **Application Link Area**

This area is in the lower left corner of the Multifunction Desktop window and contains links to other applications, indicated by an icon. Just click on the icon to bring up the linked application. Some links are created automatically, but you can also create your own links.

- **Desktop Area**

The Desktop Area is where documents in Multifunction Desktop are displayed. There are three ways to view documents to make it easier to handle and edit them: List View, Thumbnail View and Page View.

- **Status Bar**

Running along the very bottom of the Multifunction Desktop window is the Status Bar. Here various messages about activities in Multifunction Desktop are displayed, such as the name of the folder currently opened, or the size and characteristics of a selected document. The Status Bar can be hidden or displayed by selecting Status Bar in the View menu.

## 2. SCANNING

### About the Scanner

The scanner component of your unit gives you features you would find in a dedicated scanner. It is fully TWAIN compatible, and can be used both with the Sharp Laser Multifunction Desktop and with other TWAIN-compatible applications.

### About TWAIN

The TWAIN standard defines a software protocol and application programming interface for communication between software applications and image acquisition devices. It provides a simple methodology for connecting TWAIN-compatible applications with TWAIN-aware devices. As a TWAIN-aware device, your unit can be used with any TWAIN-compatible application.

### Precautions when Preparing and Scanning Originals

**Use original documents that are as clean and clear as possible.**

Even with a high-performance scanner like the unit, the quality of scanned images will never exceed the quality of the original. Use clearly focused pictures that have been correctly exposed and printed whenever possible.

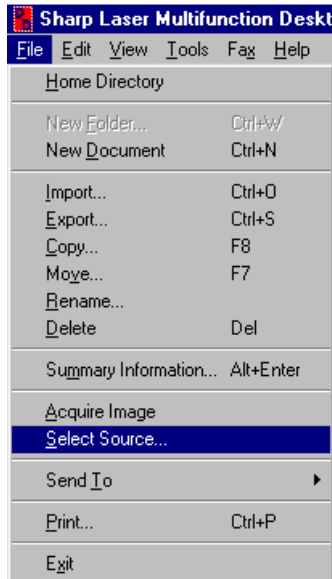
**Choose an image that matches your requirements as closely as possible.**

Whenever a scanned document is modified, the overall picture quality will be reduced. The retouching process only makes some elements of the picture more acceptable, such as brightness or focus, but the real picture quality is not improved. For example, if you scan an image at too low a resolution, the information left out cannot be simulated later. Always set the scanning conditions carefully before scanning.

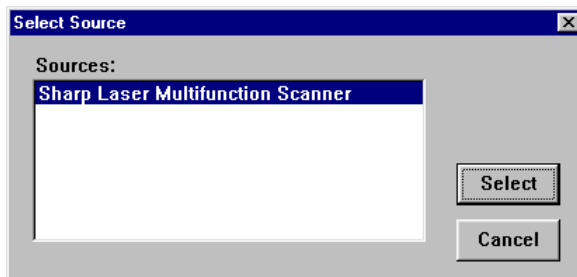
## Selecting the Scan Source

If you already have a scanner connected to your computer, you must specify the scan source in the Laser Multifunction Desktop in order to switch between scanners. Follow the procedure below:

- 1 Open the Select Source dialog box by selecting Select Source... from the File menu of the Laser Multifunction Desktop.



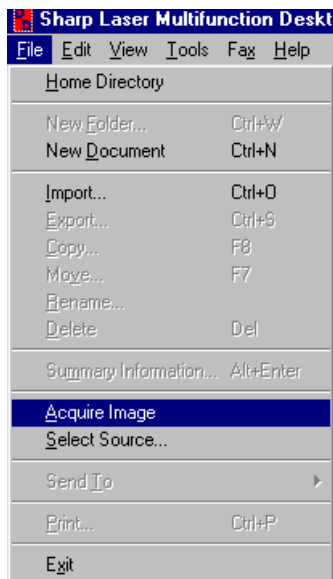
- 2 In the Sources: list box, select the scanner you wish to use—in this case, the Sharp Laser Multifunction Scanner—by clicking on it once, then on Select. If other TWAIN-compatible drivers are installed on your computer, they will show in the Sources: list box.



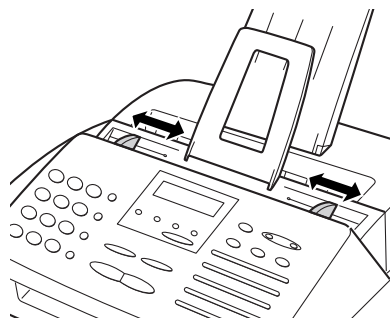
# How to Scan in the Laser Multifunction Desktop

To perform a scanning operation:

- 1 Open the “Scan using Sharp Laser Multifunction Scanner” dialog box by either clicking on the Acquire Image button in the Toolbar or by selecting Acquire Image from the File menu of the Laser Multifunction Desktop.

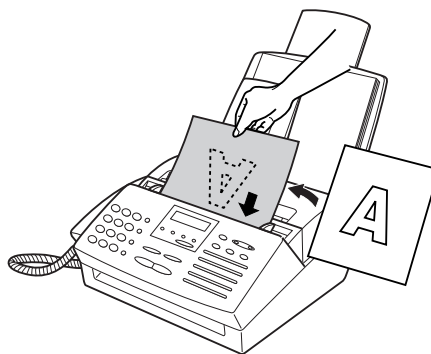


- 2 Adjust the document guides to the width of your document.



- 
- 3** Place the document to be scanned face down and push it gently into the document feeder.

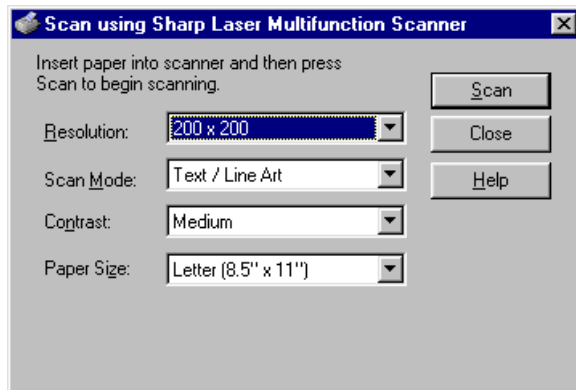
**Note:** Certain kinds of originals are not suitable for scanning. Refer to “Transmittable Documents” in Chapter 2 of the Operation Manual.



- 
- 4** Set the scanning preferences in the Scan using Sharp Laser Multifunction dialog box (see “Scanner Settings” in this chapter), and press the Scan button to begin.

**Note:** When more than one original is placed in the document tray for scanning, each original except the last will not feed completely through the unit until the next original begins to be scanned. Do not try to pull the originals out of the unit, but let them feed through on their own.

## Scanner settings



The settings and buttons in the Scan using Sharp Laser Multifunction dialog box are explained below.

- **Resolution**

Resolution can be set to 200 x 200, 300 x 300, 400 x 400, or 600 x 600 dpi. The unit dpi, dots per inch, determines the quality of the scanned image. 600 x 600 is the highest resolution, for the finest quality, and 200 x 200 is the lowest.

- **Scan Mode**

Set the Scan Mode to match the kind of image you are scanning. There are three Scan Mode settings: Text/Line Art, B/W Photo, and Grayscale.

- **Text/Line Art**

Text/Line Art is best used for pages that are mostly text or tables. The page is scanned in monochrome, with each pixel becoming either black or white.

- **B/W Photo**

Photographic is for scanning photographic images. Use this setting for documents that contain graphics and photographic images.

- **Grayscale (64 shades)**

Grayscale scans the image in 64 shades of gray, giving a subtle gradation of tones. This mode gives the most shades, and therefore the highest picture quality.

- **Contrast**

Set the Contrast to Light, Medium, or Dark. The contrast function allows you to adjust the difference between light and dark areas of the scanned document. When set to Dark, there will be more difference between light and dark. Use this setting for very faint originals where the contrast is poor. Setting the Contrast to Light will result in a scan featuring less difference between these areas, ideal for dark originals. Medium is the default setting and should be used for images with good contrast.

- **Paper Size**

In this drop-down list box, select the paper size of the original document(s) you intend to scan. Paper Size can be set to Letter (8.5" x 11"), Legal (8.5" x 14"), A4 (210 mm x 297 mm), or Undefined height (8.5" x 39.4").

***Note:** If the Paper Size setting is different from the size of the original document, the unit will scan the original as if it were the size set in Paper Size.*

- **Scan**

Click on this button to begin a scanning operation.

- **Close**

Click on this button to abort a scanning operation and return to Sharp Laser Multifunction Desktop.

- **Help**

Click on this button to bring up the help file dedicated to this dialog box.

## Selecting the Right Resolution

The higher the resolution, the more detail a scanned image will have. However, you should always keep in mind the use to which the image will be put. An image that is scanned at maximum resolution when there is no real need to do so simply takes up valuable disk space. Your hard disk can quickly become filled with needlessly large high-resolution images, which take much longer to print.

In general, photographic images, particularly landscapes, can be scanned at lower resolution, because even the large pixels of a low-resolution scan are not very noticeable. Such images also tend to be very large when scanned at high resolution. On the other hand, text, logos, diagrams and line art originals should be scanned at the highest possible resolution. With these kinds of images, jagged edges are much more visible.

## Using the Scanner in Other Applications

You can use the unit to scan in any application that is TWAIN compatible. TWAIN is a cross-platform interface that allows scanners to be controlled from within compatible applications. You can scan images directly into many of your favorite graphics and image manipulation software, such as Adobe<sup>®</sup> Photoshop<sup>®</sup>. For detailed information on how to use the TWAIN driver with these applications, refer to their user's manuals.

## 3. EDITING AND HANDLING OF IMAGE FILES

Images that have been placed in the Sharp Laser Multifunction Desktop can be edited and manipulated in a variety of ways to enhance your work and to make document management tasks easier. You will also find tools for e-mailing, and exporting to and importing from different file formats.

### Importing a Document to the Multifunction Desktop

The Sharp Laser Multifunction Desktop gives you an excellent location to store documents, not only those created in the Laser Multifunction Desktop, but virtually any other application. To help you use this feature to maximum advantage, the Laser Multifunction Desktop offers you three ways to import documents:

- **Scan hard-copy documents**

With the scanner function, you can scan hard-copy documents into the Laser Multifunction Desktop. (See Chapter 2 “[Scanning](#)” for details.)

- **Import documents from other applications**

The Import command can be used to import documents in various formats (Windows® Bitmap (BMP), JPEG JFIF, PCX, DCX, and TIFF) created in other applications. (See “[Importing and Exporting](#)” in this chapter for details.)

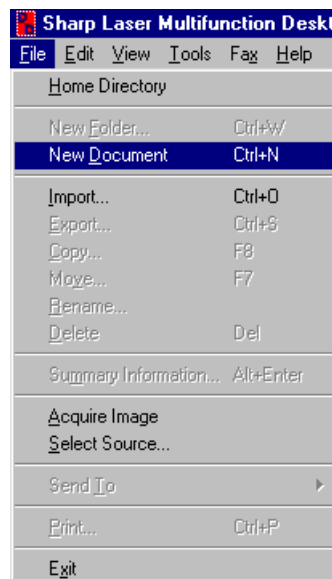
- **Use the Sharp Laser Multifunction Desktop driver**

By using the Print to Sharp Laser Multifunction Desktop driver, you can send documents into the Laser Multifunction Desktop from the application in which they were created. (See “[Printing to the Desktop from Other Applications](#)” in Chapter 4 for details.)

### Creating Documents and Folders in the Desktop

#### Creating Documents

In addition to importing documents, you can also create new documents directly in the Laser Multifunction Desktop. To do this, simply click on the **New document** button in the Toolbar, or select **New Document** from the File menu.



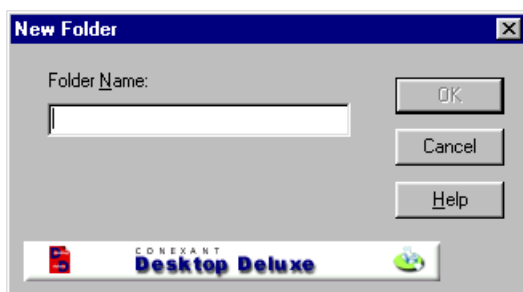
The new document will appear in the Desktop Area as an Untitled document. See “[Renaming Documents and Folders in the Desktop](#)” in this chapter for information on how to change the document name.

**Notes:**

- *New documents are black and white only, with a resolution of 200 dpi. The resolution cannot be changed.*
- *If a color bitmap image is pasted into a Laser Multifunction Desktop document, it will be converted to black and white.*

### Creating Folders

New folders are created in a similar way as new documents. Click on the folder you wish to place the new folder inside of, and then either click on the **New folder** button in the Toolbar, or select **New Folder...** from the File menu. The New Folder dialog box will appear, where you can name the folder (up to 31 characters).



Once you have entered the name in the **Folder Name** field, click on **OK**. The folder will appear in the File Cabinet.

### Deleting Documents and Folders

To delete a document or folder, select it by clicking on it once, and then select **Delete** from the File menu, or right-click the mouse and select **Delete** from the pop-up menu. In the dialog box that appears, click on **Yes**. You can also delete more than one document at once, by holding down the **Ctrl** key and then clicking on the desired documents. In the dialog box that appears, click on **Yes To All**.

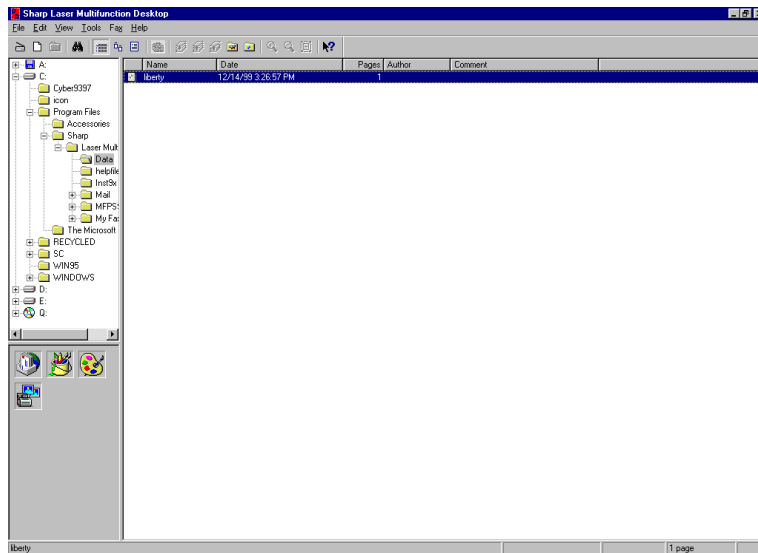
**Note:** *You cannot delete the Main Folder.*

## Changing Document Views

Sharp Laser Multifunction gives you three ways to view documents to make it easier to handle and edit them: List View, Thumbnail View and Page View. Below are examples of how Multifunction Desktop looks in each document view mode.

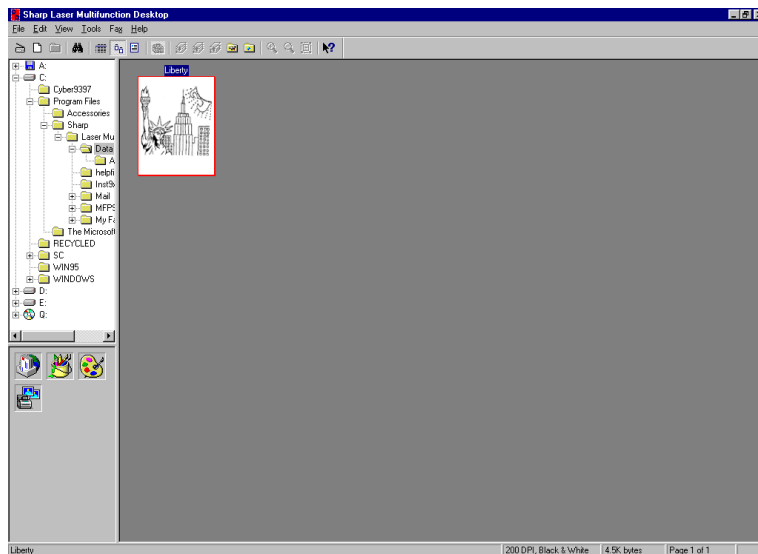
- **List View**

List View displays the documents in the open folder in the form of a list, showing the document name, the date of creation, the number of pages, the author, and comments.



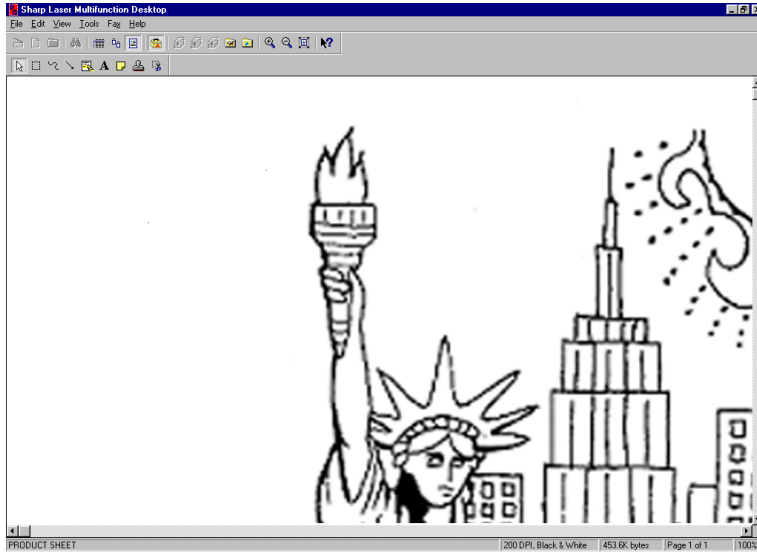
- **Thumbnail View**

Thumbnail View displays the documents in the open folder as "thumbnails," miniaturized versions of the actual documents.

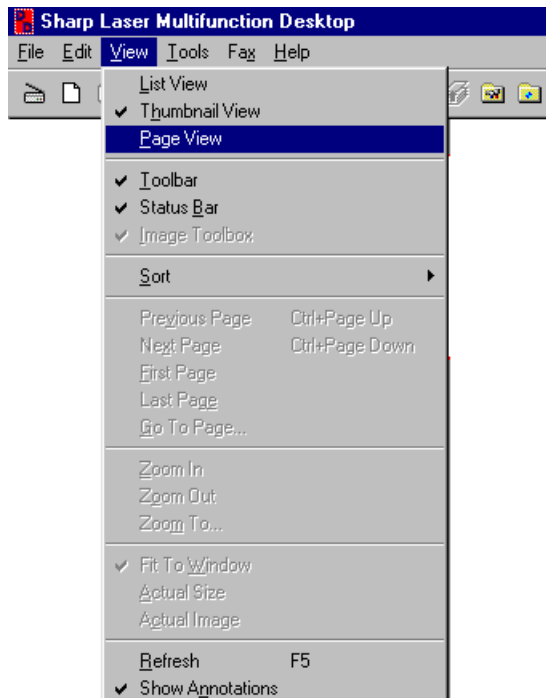


- **Page View**

In Page View, the document that was selected in the open folder is shown in a larger size. Other documents in the folder are hidden from view.



There are three buttons in the Toolbar for changing the document view. You can also change views through the View menu, as shown below.



While in List View and Thumbnail View, the best way to switch to Page View is simply to double-click on the appropriate document.

## View Menu Commands

The View menu contains various commands that allow you to look at documents in the Multifunction Desktop in different ways. To use any of the commands described below, go to the View menu and select the desired command.

- **Toolbar**

Select Toolbar to hide and display the Toolbar.

- **Status Bar**

Select Status Bar to hide and display the Status Bar.

- **Image Toolbox**

While in Page View mode, select Image Toolbox to hide and display the Image Toolbox.

- **Sort**

The Sort command enables you to sort your documents in a variety of ways, by title, date, number of pages, and author, as well as in ascending and descending order while you are in List View.

- **Previous Page**

While in Page View or Thumbnail View, selecting this command will move you to the previous page of a stacked document.

- **Next Page**

While in Page View or Thumbnail View, selecting this command will move you to the next page of a stacked document.

- **First Page / Last Page / Go to Page**

While in Page View or Thumbnail View, these commands respectively allow you to move to the first page, last page, or a page you specify of a stacked document.

- **Zoom In / Zoom Out / Zoom To**

These commands allow you to change magnification for viewing a document in Page View.

- **Fit to Window**

Fit to Window will adjust the view size of a document in Page View mode to the size of the Multifunction Desktop window, so that you can see the entire document.

- **Actual Size**

While in Page View mode, Actual Size shows a document in a size close to the size it will be printed in.

- **Actual Image**

While in Page View mode, the Actual Image command reveals the most correct representation of the image on the screen, in its true size.

- **Refresh**

In List or Thumbnail views, rereads the contents of the current folder.

- **Show Annotations**

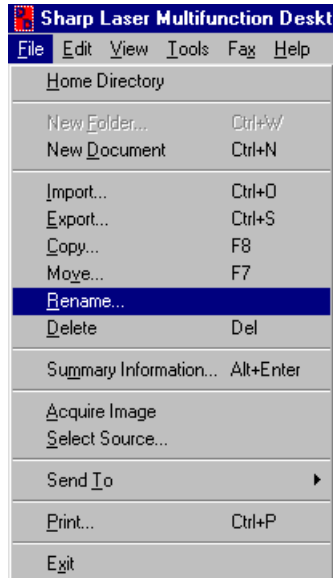
Select Show Annotations to hide and display annotations you have made on your documents with the Annotation Tools. Annotations are present even if they are not visible.

## Renaming Documents and Folders in the Desktop

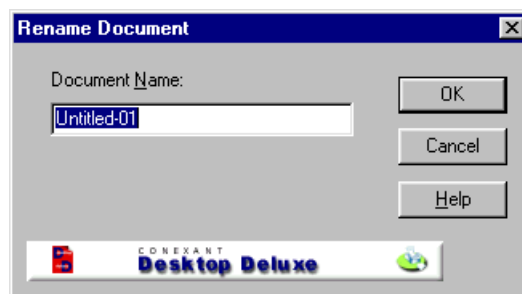
Any document created in or imported to the Multifunction Desktop, and any folder that you have created can be renamed using the **Rename...** command.

### Renaming Documents

There are two ways to rename a document. In Thumbnail View mode, all you need do is click on the document you wish to rename to select it, and then click on the name area. Then just enter the new name (up to 78 characters). You can also use the **Rename...** command. Select the document in List View or Thumbnail View mode, and then choose **Rename...** from the File menu, or right-click on the document and select **Rename...** from the pop-up menu that appears.

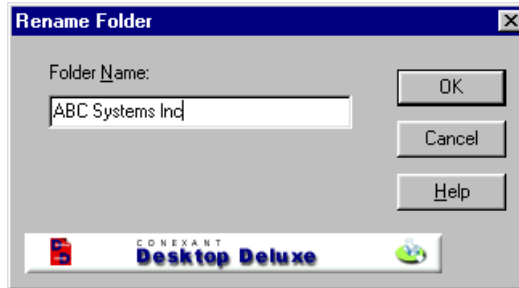


Enter the new name in the Document Name field of the Rename Document dialog box, and then click on **OK** to save the new name.



## Renaming Folders

Open the folder you want to rename by clicking on it in the Folder Area. Select **Rename...** from the File menu, or right-click on the folder and select **Rename...** from the pop-up menu that appears. Enter the new name (up to 31 characters) in the Folder Name field in the Rename Folder dialog box. Click on **OK** to save the new name.

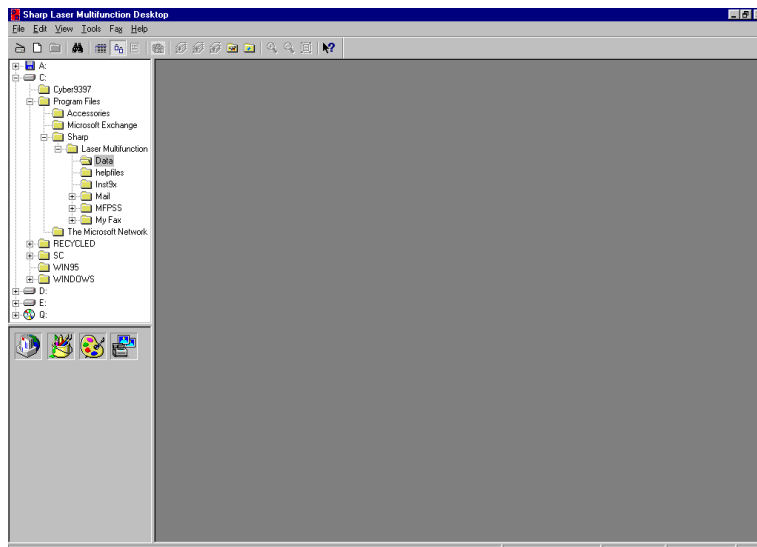


### Notes:

- Two documents within the same folder cannot have the same name, even if the use of upper and lower case letters is different.
- The following characters cannot be used when naming or renaming folders:

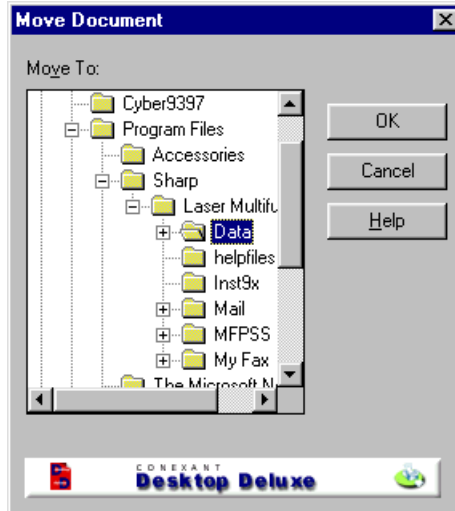
\ / : ! \* ? < > |

## Storing Documents



The Folder Area in the Laser Multifunction Desktop offers you an orderly storage area for your documents. From the folders that appear, others can be linked together in a hierarchical fashion. (See “[Creating Documents and Folders in the Desktop](#)” in this chapter for details.)

Moving and copying documents from one folder to another is also straightforward. Select the document to be moved or copied by clicking on it once in Thumbnail View or List View. You can also select more than one document by holding down the **Ctrl** key and then clicking on the desired documents. Then select either the **Copy Document** or **Move Document** command under the File menu. You can also access these commands by right-clicking the mouse over the document and selecting either **Copy...** or **Move...** from the pop-up menu. A dialog box like the following will appear:



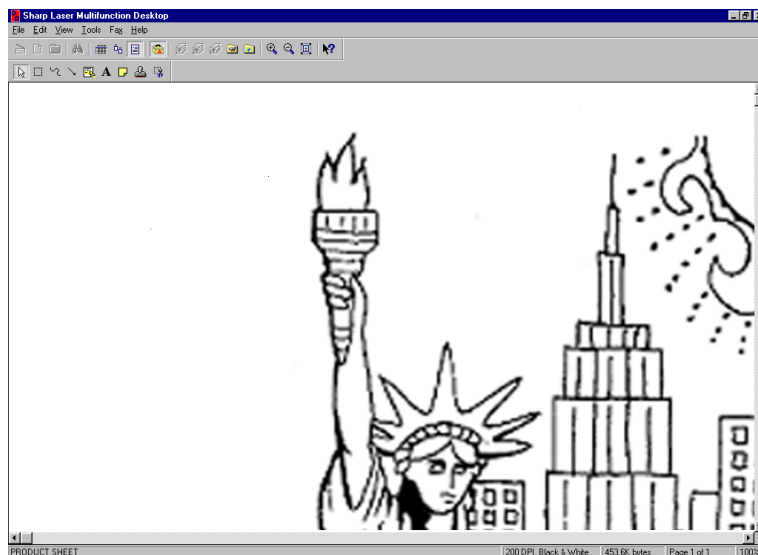
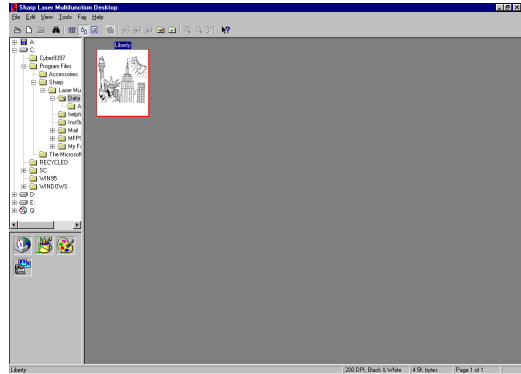
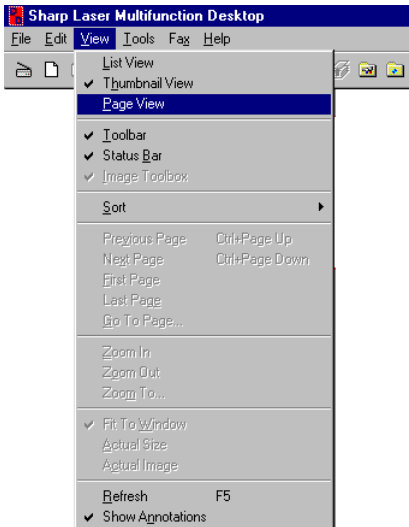
(This is the Move Document dialog box.)

Select the destination folder by clicking on it. When you are done, click on **OK** to implement the move or copy command. The **Cancel** button cancels the operation, and pressing the **Help** button brings up the Online Help function.

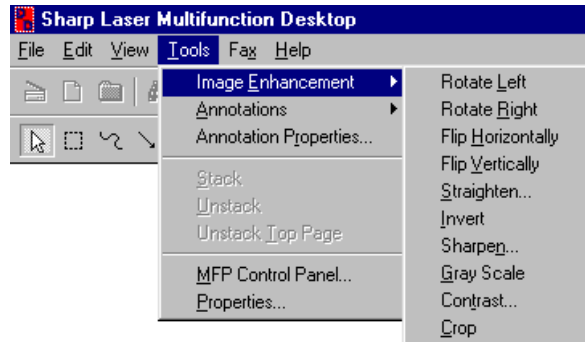
# Image Enhancing Tools

A set of sophisticated image enhancing tools are included in the Sharp Laser Multifunction Desktop. Use them to edit documents in the Desktop.

- 1** Select a document from the Laser Multifunction Desktop by clicking on it and then select Page View in the View menu. You can also change to Page View by double-clicking on the document, or by clicking on the Page View button in the Toolbar.



- 
- 2** In the Tools menu, select Image Enhancement. A menu with the tools will appear. You can use these tools to manipulate the document that is open. Any changes you make can be undone with the Undo command in the Edit menu.



Below is a description of each tool and some suggested uses:

- **Rotate Left/Rotate Right**  
These commands allow you to rotate an image 90 degrees left or right.
- **Flip Horizontally**  
This flips an image horizontally, as if it were on a sheet of transparent film and you flipped it over to view it from the other side.
- **Flip Vertically**  
The effect on the image is the same as the Flip Horizontally command, except that the image is flipped vertically.
- **Straighten**  
The straightening tool is especially useful on images that have become slightly skewed, or look a bit off after scanning.
- **Invert**  
This feature changes dark areas to light, and vice versa. In effect, it creates a "photographic negative" of the image.
- **Sharpen...**  
This feature accentuates the differences between light and dark pixels to create greater contrast in the image. Move the slider as desired to sharpen or blur an image.
- **Gray Scale**  
Remove all colors and convert the document to black and white with shades of gray.
- **Contrast**  
Increase or decrease the contrast to brighten or darken an image.
- **Crop**  
This feature is used to crop (cut off) the edges of an image. After selecting this tool, drag the cursor to select the rectangular area of the image that you want to remain. When you release the mouse button, the parts outside of the rectangle are erased.

## Drawing and Other Editing Tools

While in Page View mode, the Image Toolbox will appear. The Image Toolbox contains nine editing and drawing tools with which you can modify documents. You can hide and display the Toolbox by clicking on the **Show Image Toolbox** button in the Toolbar, or by selecting **Image Toolbox** from the View menu.

Annotations do not directly affect the document they are used on, but are treated as objects which are placed on top of the original document. As such, they can be moved around freely by dragging them with the Pointer, and their settings can be changed even after they have been placed on the document. Up to 99 annotations can be made on a single document.

Although annotations can only be made and edited while in Page View mode, they will also appear on documents in Thumbnail View as special symbols corresponding to the type of annotation. These symbols are the same as those in the Annotation Toolbox, allowing you to see at a glance which documents in a folder have what kind of annotations. You can also hide and display annotations by selecting **Show Annotations** from the View menu.

- **Pointer**

Use the Pointer to select annotations in a document that have been made with the Annotation Tools.

- **Selection**

Select Image Area allows you to drag across an image and create a rectangular selection area. The area you select can then be edited with editing commands (Copy, Cut, and Delete) located in the Edit menu. Select Image Area can be used with images only, whereas the Pointer is only for annotations.

- **Freehand Draw tool**

This tool is used to draw directly on a document, much in the style of a pencil tool in drawing programs.

- **Line and Arrow tool**

With this tool, you can insert lines or arrow-headed lines into a document of various thicknesses and directions.

- **Highlight tool**

Use this tool to highlight an area of text. Just as with an actual highlighter pen, the underlying text will remain visible.

- **Add Text tool**

Add Text is used to insert a single line of text into a document. Once you have selected the tool, click anywhere in the document to create a text box, and then enter text. This box will disappear when text insertion is complete and will reappear whenever the text is re-selected. If you wish to enter more than one line of text, use a Sticky Note instead.

- **Sticky Note tool**

This tool allows you to paste a memo sheet over a document containing a short text message. You can select both the text color and the background color, which will take effect when text insertion is complete.

- **Rubber Stamp tool**

This places text resembling a rubber stamp marking on a document. There are six preset stamps—APPROVED, CONFIDENTIAL, DRAFT, FINAL, RECEIVED, and REJECTED—and you can also create your own messages.

- **Crop tool**

Use this tool to select an area of an image that you want to keep. All parts outside of the selected area are erased.

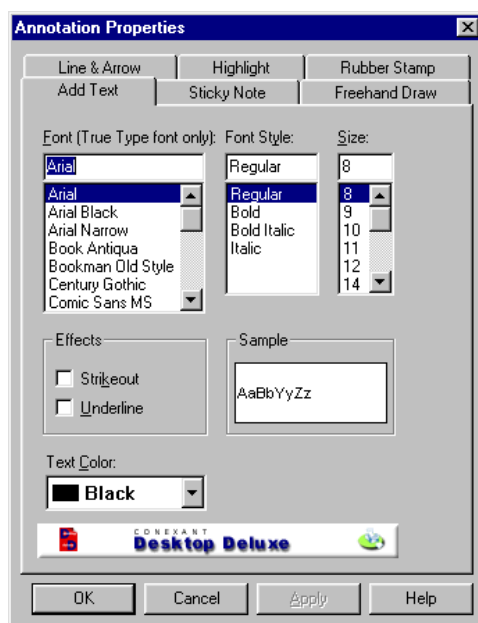
**Note:** Although annotations on documents that have been created with the New Document command or that have been scanned will appear in color in Sharp Laser Multifunction, when these documents are exported, they will appear in black and white.

## Changing Annotation Settings

You can customize various settings for the Annotation Tools used to modify documents in the Multifunction Desktop. There are three different ways for you to access these settings. The settings for each individual Annotation Tool can be accessed by selecting an annotation in a document while in Page View mode and then right-clicking on the annotation, or selecting **Annotation Properties** in the Tools menu. Selecting **Annotation Properties** without first selecting an annotation in a document will bring up a dialog box with a tab for each Annotation Tool.

### Add Text

Add Text is used to insert text into a document.



- **Font (True Type font only)**  
Select the font by scrolling down the font menu. Note that you must use a True Type font.
- **Font Style**  
Select the font style. You can choose from Regular, Bold, or Italic if they are available.
- **Size**  
Select the point size by scrolling down the point size menu.
- **Effects**  
Two text effects can be selected: Strikeout and Underline. To use either, check the appropriate check box.
- **Sample**  
The Sample box displays a sample of text using the font, font style, point size, color, and effects that you have selected.

- **Text Color**

Choose the color of your text characters in this area.

- **OK**

Click on OK to save your changes and exit the dialog box.

- **Cancel**

Click on Cancel to exit the dialog box without making any changes.

- **Apply**

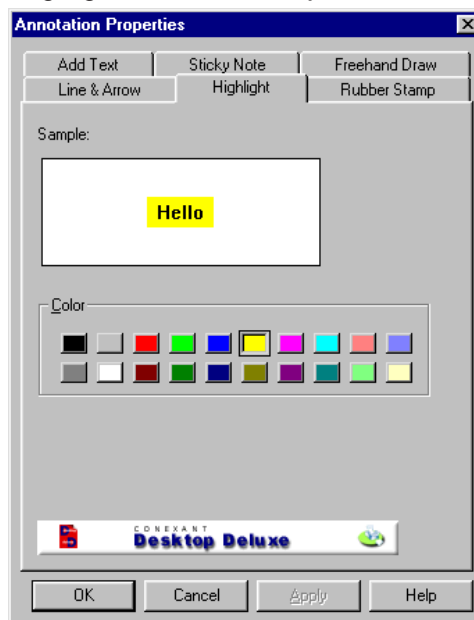
Click on Apply to save your changes without exiting the dialog box.

- **Help**

Click on Help to bring up the Help window dedicated to this dialog box.

## Highlight

With this tool you can highlight an area of text just as with an actual highlighter pen.



- **Sample**

The Sample box displays a sample of highlighted text using the color you have selected.

- **Color**

Click on the color you would like your highlighting to be.

- **OK**

Click on OK to save your changes and exit the dialog box.

- **Cancel**

Click on Cancel to exit the dialog box without making any changes.

- **Apply**

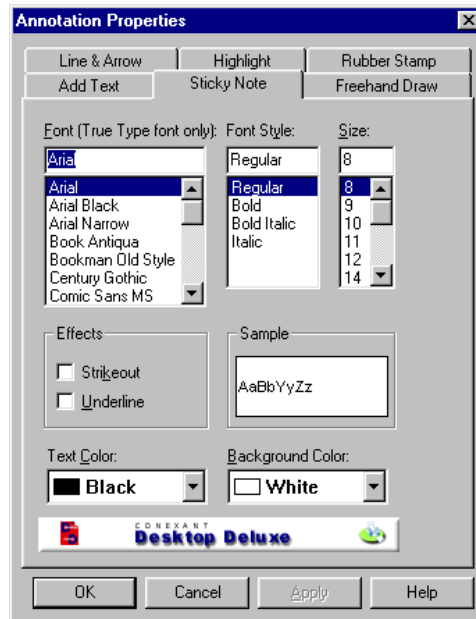
Click on Apply to save your changes without exiting the dialog box.

- **Help**

Click on Help to bring up the Help window dedicated to this dialog box.

## Sticky Note

This tool allows you to paste a memo sheet over a document.



- **Font (True Type font only)**

Select the font by scrolling down the font menu. Note that you must use a True Type font.

- **Font Style**

Select the font style. You can choose from Regular, Bold, or Italic if they are available.

- **Size**

Select the point size by scrolling down the point size menu.

- **Effects**

Two text effects can be selected: Strikeout and Underline. To use either, check the appropriate check box.

- **Sample**

The Sample box displays a sample of text using the font, font style, point size, effects, and color of text and background that you have selected.

- **Text Color**

Choose the color of your text characters in this area.

- **Background Color**

Choose the color of the sticky note background in this area.

- **OK**

Click on OK to save your changes and exit the dialog box.

- **Cancel**

Click on Cancel to exit the dialog box without making any changes.

- **Apply**

Click on Apply to save your changes without exiting the dialog box.

- **Help**

Click on Help to bring up the Help window dedicated to this dialog box.

## Rubber Stamp

This places text resembling a rubber stamp marking on a document.



- **Select one**

Select the message you would like to use as a stamp on your documents.

- **Add...**

Click this button to open the Add Rubber Stamp dialog box and add a message to be used with the Rubber Stamp Tool. You can create up to 30 new messages. (See [“Add Rubber Stamp Dialog Box”](#) on the next page.)

- **Remove**

Click on this button to remove the rubber stamp message selected in the area to the left. Select messages by clicking on them once.

- **Font...**

Click on this button to open the Rubber Stamp Font dialog box. (See [“Rubber Stamp Font Dialog Box”](#) in this chapter.)

- **OK**

Click on OK to save your changes and exit the dialog box.

- **Cancel**

Click on Cancel to exit the dialog box without making any changes.

- **Apply**

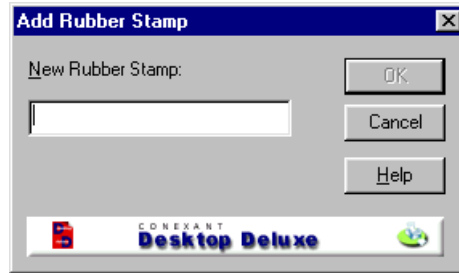
Click on Apply to save your changes without exiting the dialog box.

- **Help**

Click on Help to bring up the Help window dedicated to this dialog box.

### Add Rubber Stamp Dialog Box

In this dialog box, you can create a new stamp for use with the Rubber Stamp tool.



- **New Rubber Stamp**

Type in the message you would like to use as a Rubber Stamp (to a maximum of 30 characters).

- **OK**

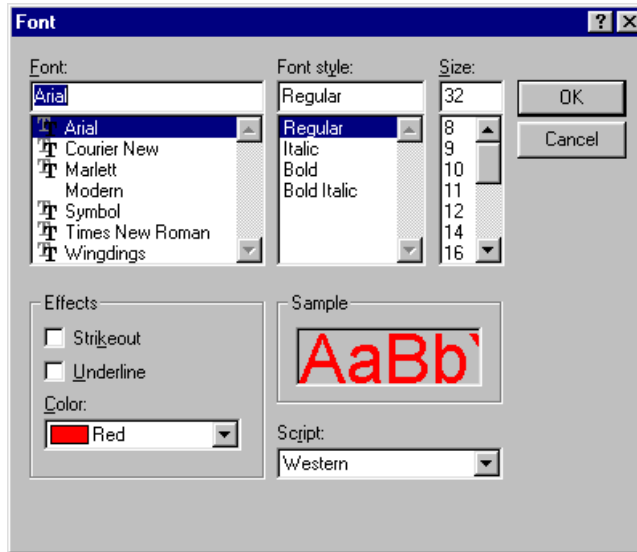
Click on OK to save your changes and exit the dialog box.

- **Cancel**

Click on Cancel to exit the dialog box without making any changes.

## Rubber Stamp Font Dialog Box

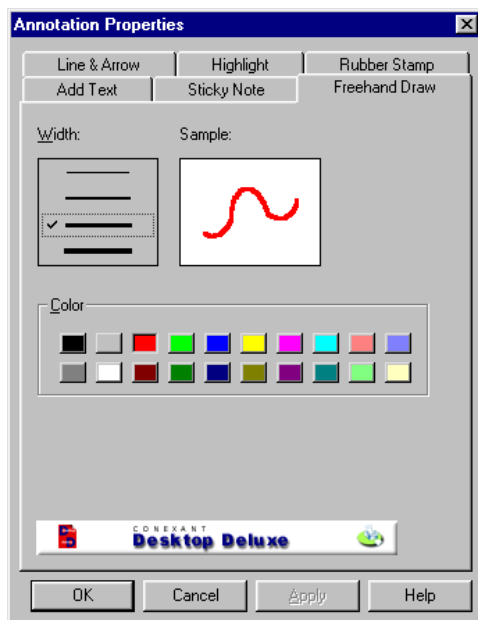
Customize the font settings for the Rubber Stamp tool in this area.



- **Font**  
Select the font by scrolling down the font menu.
- **Font Style**  
Select the font style. You can choose from Regular, Italic, Bold Italic, or Bold.
- **Size**  
Select the point size by scrolling down the point size menu.
- **Sample**  
The Sample box displays a sample of text using the font, font style, point size, and effects that you have selected.
- **Effects**  
Two text effects can be selected: Strikeout and Underline. To use either, check the appropriate check box.
- **Color**  
Choose the color of your text characters in this area.
- **Script**  
Choose the script you would like to use in this area. Unless your computer is configured in a special way, Western will be your only choice in this area.
- **OK**  
Click on OK to save your changes and exit the dialog box.
- **Cancel**  
Click on Cancel to exit the dialog box without making any changes.

## Freehand Draw

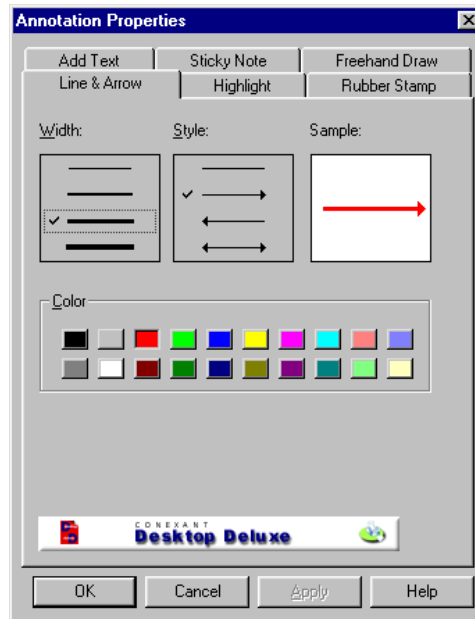
This tool is used to draw directly on a document, much in the style of a pencil tool in drawing programs.



- **Width**  
Click on the line representing the line width you would like to use.
- **Sample**  
The Sample box displays a sample line using the settings you have made.
- **Color**  
Click on the color you would like your lines to be.
- **OK**  
Click on OK to save your changes and exit the dialog box.
- **Cancel**  
Click on Cancel to exit the dialog box without making any changes.
- **Apply**  
Click on Apply to save your changes without exiting the dialog box.
- **Help**  
Click on Help to bring up the Help window dedicated to this dialog box.

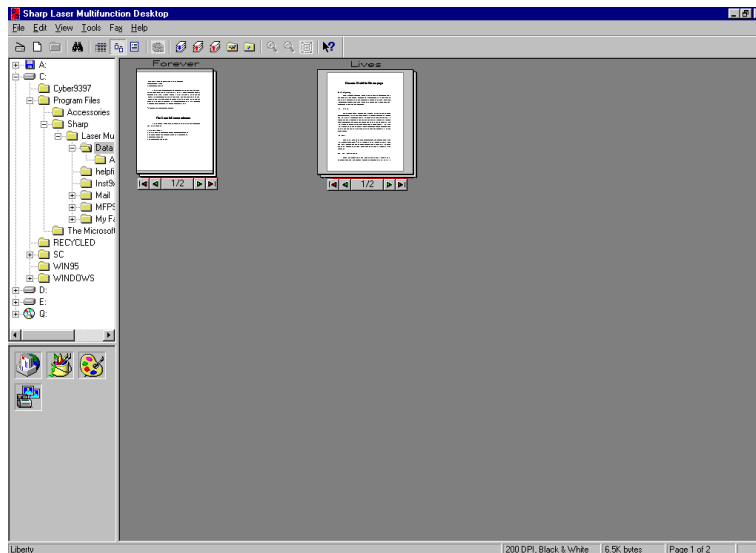
## Line and Arrow

With this tool, you can insert lines or arrow-headed lines into a document.



- **Width**  
Click on the line representing the line width you would like to use.
- **Style**  
Click on the line style you would like to use.
- **Sample**  
The Sample box displays a sample line using the settings you have made.
- **Color**  
Click on the color you would like your lines to be.
- **OK**  
Click on OK to save your changes and exit the dialog box.
- **Cancel**  
Click on Cancel to exit the dialog box without making any changes.
- **Apply**  
Click on Apply to save your changes without exiting the dialog box.
- **Help**  
Click on Help to bring up the Help window dedicated to this dialog box.

## Document Stacking and Unstacking



A stack is a multi-page document you create by combining two or more documents or other stacks while in Thumbnail View or List View. In Thumbnail View, stacks look just like a stack of papers. Stacking is a convenient way to keep related documents together, and to save space in the Multifunction Desktop. To create a stack, select the documents you want to stack with the pointer while holding down the **Ctrl** key on your keyboard, and then press the **Stack** button in the Toolbar, or choose **Stack** from the Tools menu. Documents that you inadvertently select can be unselected by clicking on them once (while still holding down the **Ctrl** key) before creating the document stack.

To unstack all documents in a stack, simply select the document stack by clicking on it once, and then press the **Unstack** button in the Toolbar, or select **Unstack** from the Tools menu. You can also unstack only the top page of the stack, by pressing the **Unstack top page** button or by selecting **Unstack Top Page** from the Tools menu.

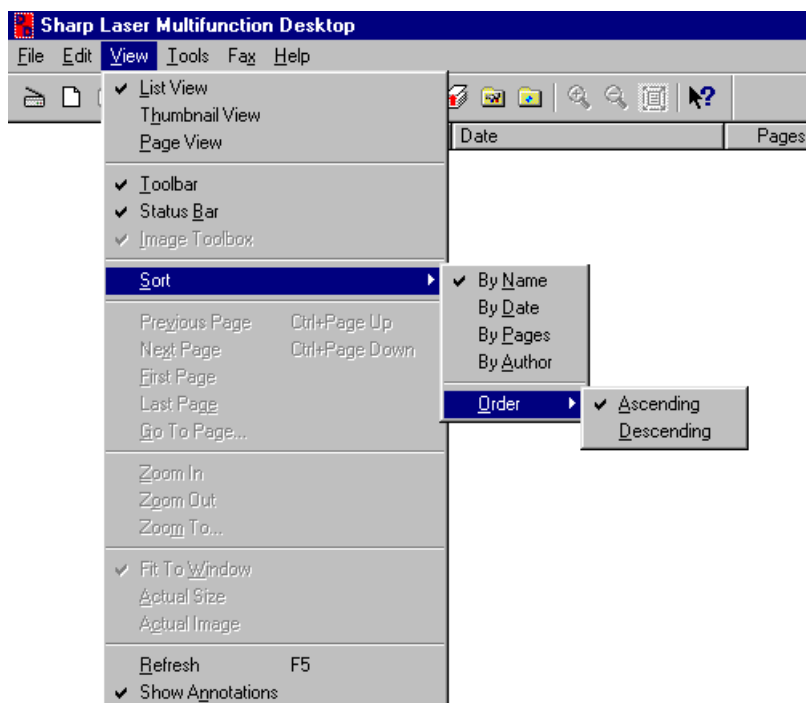
Moving between pages in a document stack varies according to the View mode you are in. While in Thumbnail View mode, a spin box which contains four buttons ( ) is displayed underneath every document stack. The segment in the middle ( ) shows the page currently on top of the stack, and the total number of pages in the stack. Press the button to skip to the first page of the stack, the button to move back a page, the button to move forward a page, and to skip to the last page in the stack. While in Page View mode, use the **Previous Page** and **Next Page** commands in the View menu to move between pages. Moving between pages cannot be done in List View mode.

**Note:** Only one document name can be saved for a document stack. If you know that you are going to stack a group of documents, do not name the individual documents.

## Sorting Documents

In List View, the Laser Multifunction Desktop enables you to sort your documents in a variety of ways, by name, date, number of pages, and author, as well as in ascending and descending order. To use this feature, follow the procedure below.

- 1 From the View menu, go to Sort, and then to Order and select the order by which you want to sort. If you click on Ascending, your documents will be listed in numerical and alphabetical order. Descending sorts documents in reverse order.



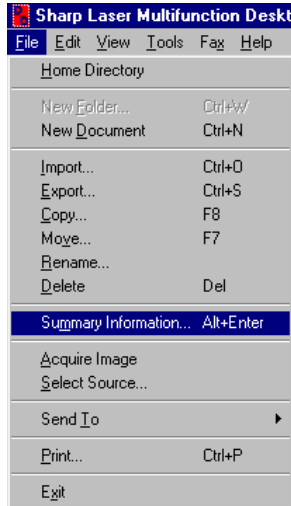
- 2 As soon as you select Ascending or Descending, your documents will be sorted according to the setting made the last time you used the Sort function (the default setting is By Name). To change the basis of the sort, go back to the View menu and under Sort, select from By Name, By Date, By Pages, or By Author. The Laser Multifunction Desktop will then automatically sort your documents.

**Note:**

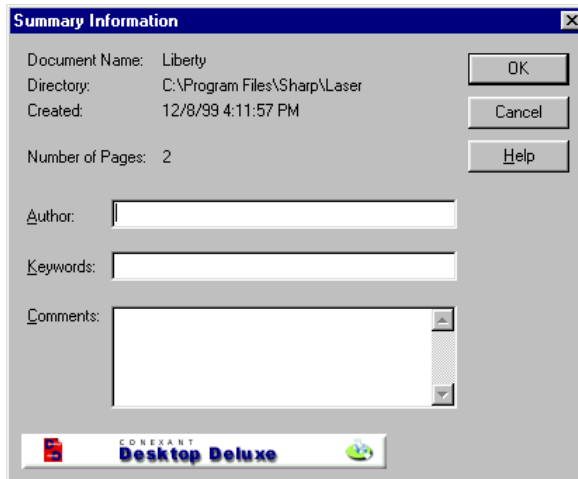
- For more information on the Author selection, refer to "Document Summary Tool" on the next page.

## Document Summary Tool

The Document Summary tool serves a dual purpose: it provides you with a way to record summarized information about documents and document stacks, and it enables the use of the Laser Multifunction Desktop's Find function. To use this tool, select the document you would like to make a document summary for with a single mouse click in List View or Thumbnail View and then select **Summary Information...** in the File menu. You can also right-click the mouse over the appropriate document and select **Summary Information...** from the pop-up menu.



After selecting **Summary Information...**, the following dialog box will appear:



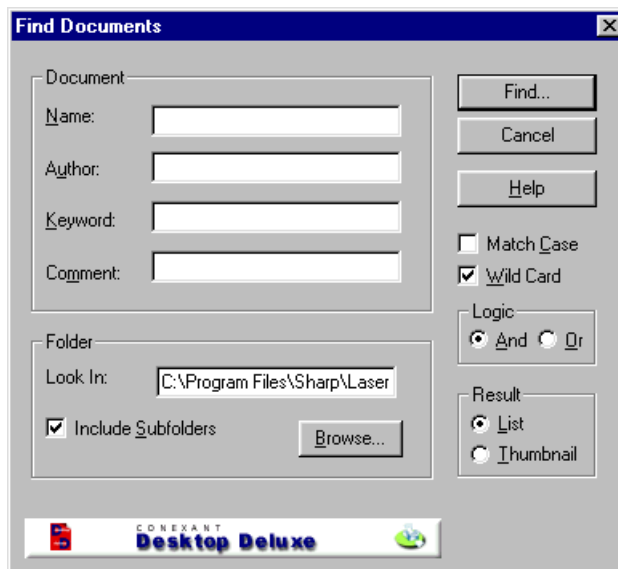
The Document Name, Directory, Created, and Number of Pages portions are automatically entered. Input the author of the document, as well as any keywords or comments you would like to remember the document by. By pressing the **OK** button, the summary information is saved. After saving, it can be brought up again at any time by selecting **Summary Information...** in the File menu. The **Cancel** button cancels the operation, and pressing the **Help** button brings up the Online help function.

**Note:** Only one summary can be saved for a document stack. If you know that you are going to stack a group of documents, only make the document summary after stacking. Summary information for individual documents in the stack will not be saved.

## Finding Documents

To make it easier for you to locate documents that are stored in the Folder Area, a Find tool is included in the Multifunction Desktop. The Find tool works by looking at the information contained in the document summaries, and the Find Documents dialog box is similar in appearance to the Document Summary dialog box, with fields for the document name, the author, the keyword and comments. Note that the more detailed the information you input, the more accurate your search will be.

To initiate a search, select **Find...** from the Edit menu, or click on the **Find** button in the Toolbar. You can also right-click the mouse over the Desktop Area, and select **Find...** from the pop-up menu. The following dialog box will appear:



- **Document**  
Enter the information you want to conduct your search by in the various fields: Name, Author, Keyword and Comment.
- **Folder**  
The folder currently open in the Folder Area will appear in the **Look In:** box. Your search will apply to this folder and all subfolders within it if you make no changes in the Folder Area. To select a different folder, clicking on the **Browse...** button and navigating through the folder directory until the folder appears in the Look In: box. To include any subfolders contained inside the folder you have selected, check the **Include Subfolders** check box.
- **Find...**  
Click on Find to begin your search.
- **Cancel**  
Click on Cancel to close the Find a Document dialog box without conducting a search.
- **Help**  
Click on Help to bring up the Help file dedicated to this dialog box.
- **Match Case**  
Check this check box if you want your search to be case sensitive (to match upper- and lower-case letters).

- **Wild Card**

Check this check box to use the Wild Card function, which allows you to search for documents that contain a certain combination of characters. Wild Card works by using the character “\*” to represent any number of unknown characters and “?” to represent a single unknown character. For example, imagine that you have two documents named SHARP and SHIP. If you enter SH\*P in the Name field, both documents will be found. If you enter SH?P, only SHIP will be found.

***Note:** Do not check the Wild Card check box when searching for documents with the characters “\*” and “?” in the document name.*

- **Logic**

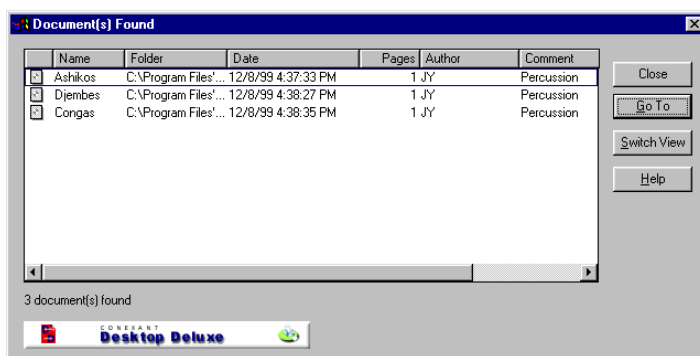
Select **And** if you want to search only for documents that match all your search information. Select **Or** to search for documents that match any part of your search information.

- **Result**

Select **List** to have the results of your search displayed in List View mode, and **Thumbnail** to have them displayed in Thumbnail View.

## Find Results

The results of your search are displayed in the Document(s) Found window.



***Note:** If no items are found that match your search parameters, a message box will appear to this effect.*

- **Close**

Click on Close to close the Document(s) Found window and return to the Find a Document dialog box.

- **Go To**

To jump to a document you have found, select it by clicking on it once, and then click on Go To. You can also do this simply by double-clicking on the document.

- **Switch View**

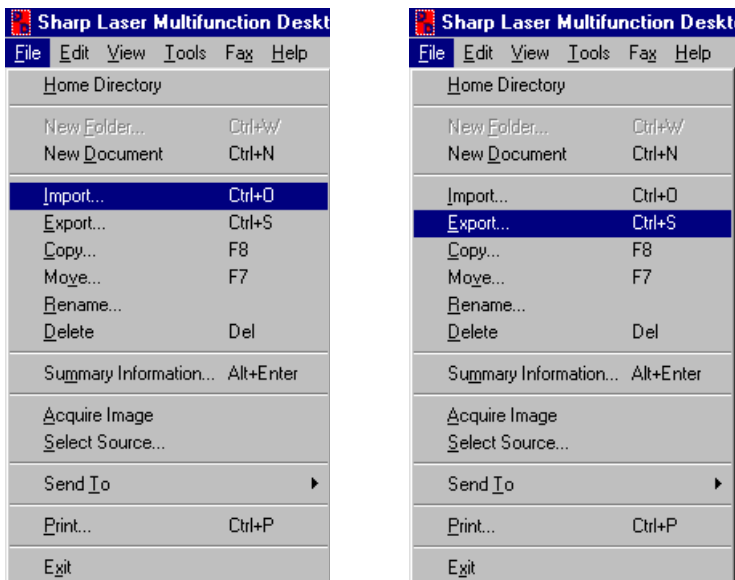
Click on Switch View to switch between List View and Thumbnail View.

- **Help**

Click on Help to bring up the Help file dedicated to this window.

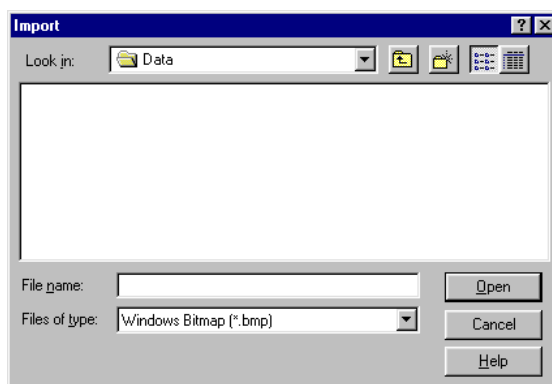
## Importing and Exporting

You can export documents created in the Multifunction Desktop to other applications, as well as import files into the Multifunction Desktop. The **Import...** and **Export...** commands are located in the File menu of the Multifunction Desktop.



### Importing

Select **Import...** from the File menu. The **Import** dialog box will appear.

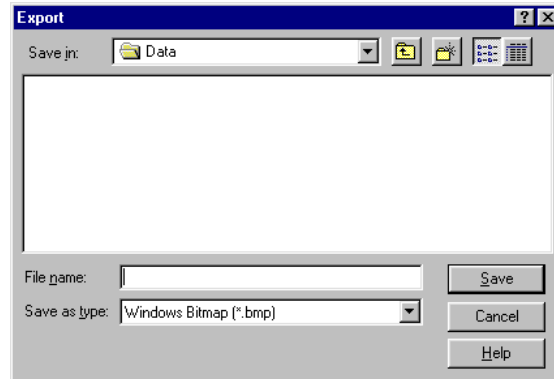


Select the file you would like to import. Enter the name in the **File name** text box, or navigate through your directories and select the desired file by clicking on it once (it will appear in the File name area). Then click on **OK**. The file will appear as a document in the Multifunction Desktop.

The file formats supported for importing to the Multifunction Desktop are Windows® Bitmap (BMP), JPEG JFIF, PCX, DCX, and TIFF.

## Exporting

Select the document you wish to export by clicking on it once in List View or Thumbnail View, and then select **Export...** from the File menu. You can also right-click the mouse over the document you wish to export, and select **Export...** from the pop-up menu. The **Export** dialog box will appear.



Select the destination for the Multifunction Desktop document you would like to export. Enter the name in the **File name** text box and navigate to the desired directory. Then click on **OK** to execute the Export command.

The file formats supported for exporting from Multifunction Desktop are Windows® Bitmap (BMP), JPEG JFIF, PCX, DCX, and TIFF.

**Note:** *Although annotations on documents that have been created with the New Document command or that have been scanned will appear in color in the Multifunction Desktop, when these documents are exported, they will appear in black and white.*

## Document File Format

Documents that are imported or exported can be saved in a number of formats: Windows® Bitmap, JPEG JFIF, PCX; DCX and TIFF. If importing or exporting an image produces unsatisfactory results, try saving the exported image in another file format.

- **Windows® Bitmap**

This is the native format for Microsoft Windows® and is supported by most Windows® applications. Multiple pages cannot be exported to this format.

- **JPEG JFIF**

JPEG (Joint Photographic Experts Group) is best used when scanning continuous tone images, and is a lossy-compression type format. Multiple pages cannot be exported to this format.

- **PCX, DCX**

PCX is a file format used in many applications, such as PC Paint brush. DCX is a similar format, from which multiple pages can be exported.

- **TIFF**

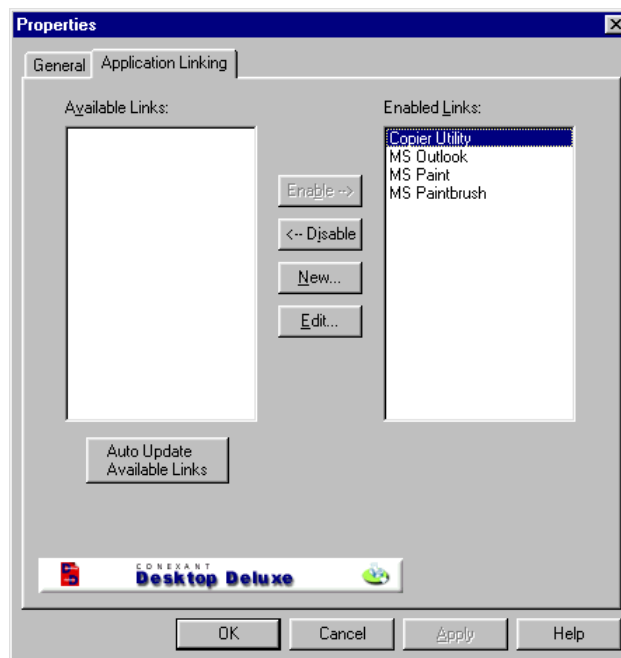
TIFF stands for Tagged Image File Format. This format is also supported by many Windows® applications, and is best suited for high contrast images. The TIFF format used in Multifunction Desktop is a non-compression type, and is one from which multiple pages can be exported.

## Linking to Other Applications

The Sharp Laser Multifunction Desktop can be linked to various other software applications, including e-mail software, giving you a shortcut method for sending Laser Multifunction Desktop documents to these programs. When a link has been established, simply select it in the Multifunction Desktop and then click on the application icon that appears in the Application Link Area. The application will automatically start with the document opened.

To link to another application, follow the procedure below.

- 1** From the Tools menu, select Properties..., or right-click the mouse in the Application Link Area and click on Properties.... Select the Application Linking tab.



- 2** If the application you want to link to is listed in the Available Links list, click the application to select it and then click the Enable button. Click the OK button to return to the Laser Multifunction Desktop. The application's icon will appear in the Application Link Area.
- 3** To link to an application that doesn't appear in the Available Links list, click the New button. The Application Linking Wizard appears. Provide the information requested by the Application Linking Wizard.
- 4** When finished, click on the OK button to return to the Laser Multifunction Desktop. The application's icon will appear in the Application Link Area.

### **Disabling a link**

To disable an application link, select the Application Linking tab in the Properties dialog box and then select the application you want to delete from the Enabled Links list. To disable the link, click the Disable button.

### **Editing a link**

To edit an application link, right-click on the application icon in the Application Link area and select Properties. The Application Linking Wizard appears with the application pre-selected. Proceed through the wizard to make the changes you desire.

You can also edit an application link from the Application Linking tab. Select the application from the Enabled Links list and then click the Edit... button.

### **Auto Update of Available Links**

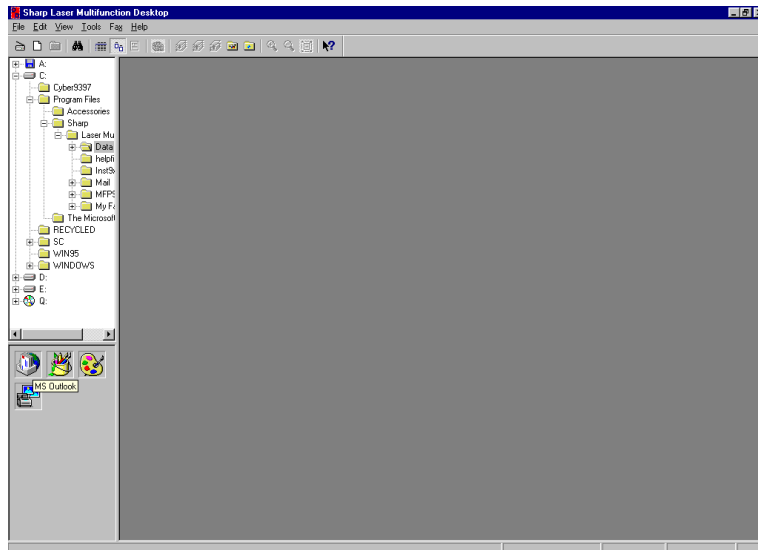
To have the Laser Multifunction Desktop search for applications for which links are available, click the Auto Update Available Links button. All applications with available links will appear in the Available Links list.

### **Important Note:**

*When you send a document from the Laser Multifunction Desktop to a linked application, a temporary file is saved in the Temp directory located on your hard disk (by default c:\). With the exception of MAPI-compliant applications, however, this temporary file is permanent and is not automatically erased. To avoid wasting hard disk space, you should throw away the temporary file every time you send a document to a linked application. When the linked application opens, the document will be assigned a randomly generated 8-character name. This name will appear in the name field at the top of the document window. On a piece of paper, write down the document name, then rename the document if desired. Quit all running applications, go to the Temp directory, and drag the temporary file to the Recycle Bin.*

## E-Mailing Documents

If a MAPI (Messaging Application Program Interface) compliant Electronic Messaging Client such as Microsoft Mail or Microsoft Exchange is active on your computer system, the program's icon will automatically appear in the Application Link Area. You can also link to other e-mail applications using the linking procedure described in this chapter.

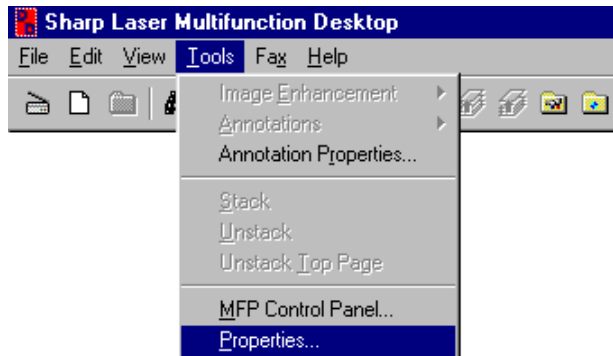


**Note:** Documents sent as e-mail attachments are converted by default to JPEG files. When you send a document stack, each document in the stack is sent as a separate attachment. If you want documents to be converted to a different format, right click the icon of the e-mail application in the Application Link Area and select Properties from the popup menu. This starts the Application Linking Wizard. Change the document format in the appropriate window of the wizard. Note that some formats, such as Bitmap, may result in excessively large files for high-resolution documents. Sending and receiving such a file will require a long time and may exceed a size limit imposed by the e-mail application or server. In this case, we recommend that you use JPEG.

**Note:** Documents sent as e-mail attachments are converted to Windows Bitmap files, and are renamed. This name consists of "page", followed by four digits and the .bmp suffix (for example, "page0000.bmp"). When you send a document stack, each document in the stack is sent as a separate attachment.

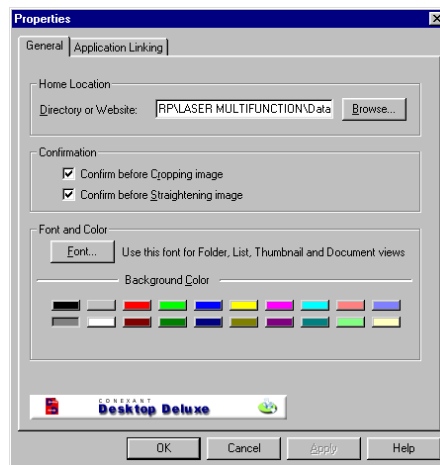
## Changing Desktop Properties

The Properties dialog box is opened from the Tools menu and provides various settings for customizing the Laser Multifunction Desktop environment.



### General

The General tab allows you to set the font style for folders and document lists, and the background color of the Desktop Area while in Thumbnail View.



- **Home Location**

Select the location that contains the documents displayed on the Desktop.

- **Confirmation**

Select whether you want a confirmation dialog box to appear before cropping or straightening is executed.

- **Font...**

Click on this button to open the Font dialog box, where you can make font settings for your folders and document lists.

- **Background color**

Select the background color of the Desktop Area.

- **OK**

Click on this button to save your settings and exit the dialog box.

- **Cancel**

Click on this button to exit this dialog box without making any changes to the settings.

- **Apply**

Click on this button to save your settings without exiting the dialog box.

- **Help**

Click on this button to bring up the Help file dedicated to this dialog box.

### **Application Linking**

This tab allows you to link to faxing, e-mail and other programs. See “[Linking to Other Applications](#)” in this chapter for details.

## 4. PRINTING

### About the Printer

Your Sharp Laser Multifunction unit gives you the printing performance you would expect from a professional-grade laser printer. Printing can be done on letter, legal, and A4 paper.

### About the Printer Driver

The printer driver is the software program which runs the printer component of the Sharp Laser Multifunction unit. It converts the data in the file you want to print into information that the printer can understand, and also controls communication between the unit and computer as the data is printed.

A number of printer driver settings are available to control how the printer prints. To access these settings, click the Start button in your Windows desktop, point to Settings, and then select Printers. In the Printers window, right-click the Sharp Laser Multifunction icon and select Properties from the pop-up menu that appears. The settings can be found in the Driver Setup tab of the Sharp Laser Multifunction Properties window.

You can also access the Printer Driver settings from a software application. Click on the Properties button in the Print dialog box that appears after you select the Print command in the application. (The method for accessing the settings may differ in some applications.)

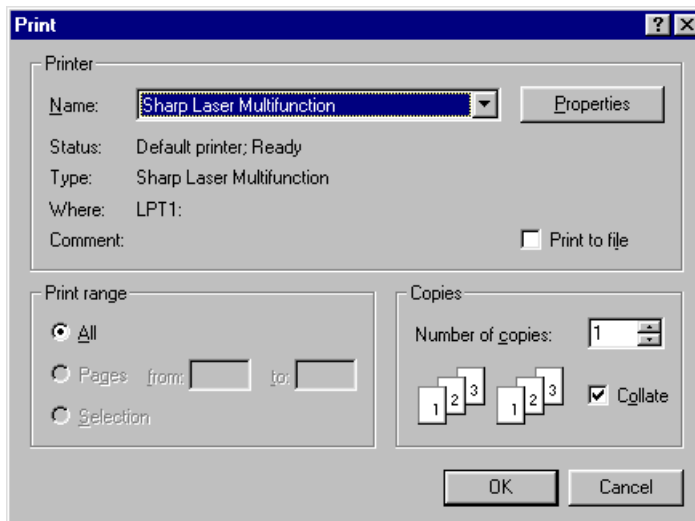
Detailed explanations of each of the settings can be found in the Help file for the Printer Driver. For information on a specific setting, click on the question mark box at the top righthand corner of the properties window, and then click on the setting you wish to know more about. A pop-up explanation will appear. To open the table of contents of the Help file, select the Help tab and then click on the Help button.

## Printing from the Multifunction Desktop

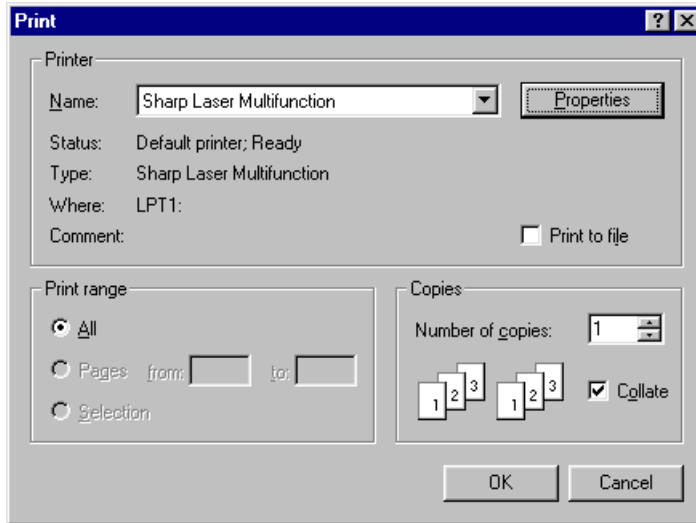
Printing documents from the Multifunction Desktop can be accomplished in two ways. The first is to click on the document you wish to print to select it, and then select **Print...** from the File menu of the Multifunction Desktop. (Note that this is the only way to print while in Page View). The second way is to right-click on a document in List View or Thumbnail View and then select **Print...** from the pop-up menu. Both methods are shown below.



A dialog box will appear that lists the print options. Use this dialog box to set the print range (the pages of the document you want to print) and the number of copies. When needed you can also select the Print to file checkbox to print the document to a file rather than directly to the printer.



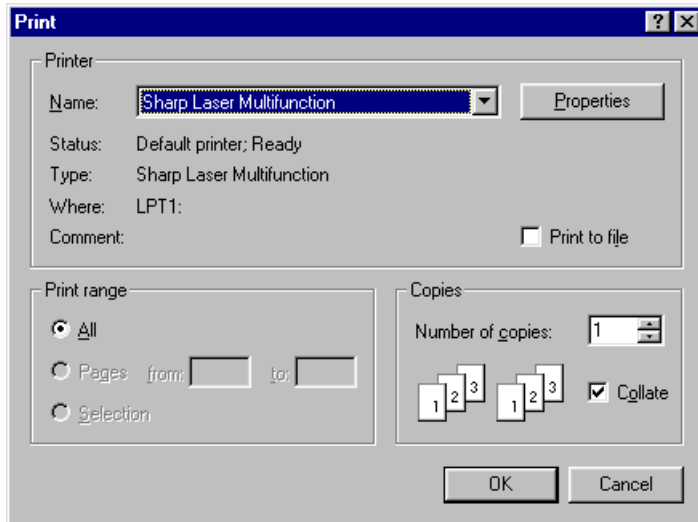
To adjust the printer settings, click the Properties button.



After you have adjusted print settings, begin printing by clicking on the **OK** button in the Print dialog box.

## Printing from an Application

Printing commands are fairly standard among applications that run under Microsoft Windows® operating systems. To print a document from an application, choose the **Print** or **Page Setup** command from the File menu. This will bring up a dialog box where you can set the printer settings, after which you can execute the print command. Make sure that Sharp Laser Multifunction is selected in the Name drop-down list box.



(Example: Print dialog box of Windows® WordPad)

**Note:** Clicking on the **Properties** button in a dialog box such as this will open the **Printer Properties** dialog box to allow you to change the printer driver settings.

## Printing to the Desktop from Other Applications

Many popular software applications can be used to create Multifunction Desktop documents by the following procedure. This is a convenient way to keep various related documents in one location.

**Note:** When importing documents from graphics applications to the Multifunction Desktop, it is better to use the Import command than the Print to Sharp Laser Multifunction Driver. See “[Importing a Document to the Desktop](#),” and “[Importing and Exporting](#)” in Chapter 3.

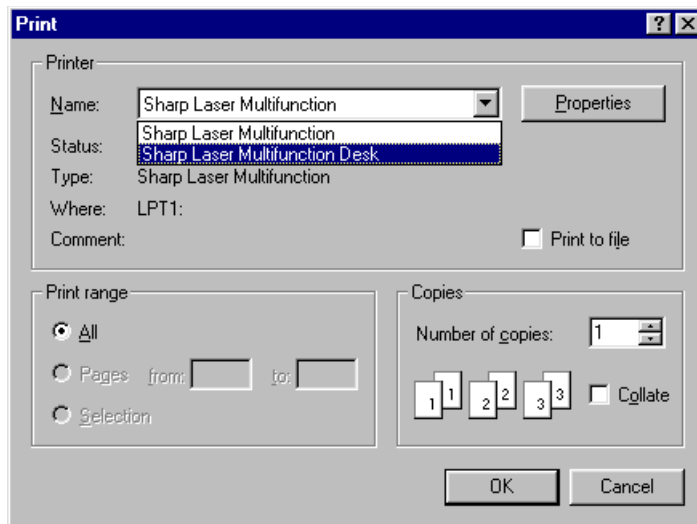
**Note:** The document will appear in the folder of the Multifunction Desktop that is currently open (active). Make sure you have opened the desired folder before initiating the print job.

---

**1** Open the Print dialog box of your application. (This is often done through the File menu.)

---

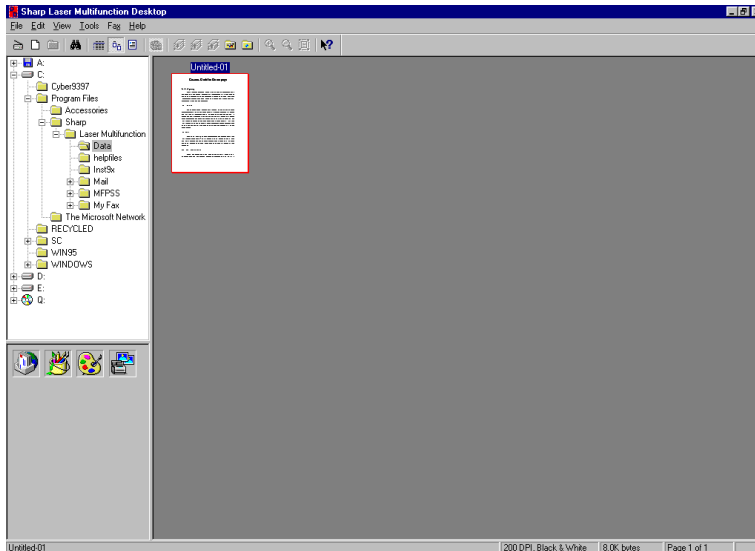
**2** In the Printer Name field, select “Sharp Laser Multifunction Desk”.



---

### 3 Click the OK button to begin printing.

When the procedure is complete, the Multifunction Desktop will launch if it is not already open, and the document you have “printed” there will be available for use with the Annotation Tools.

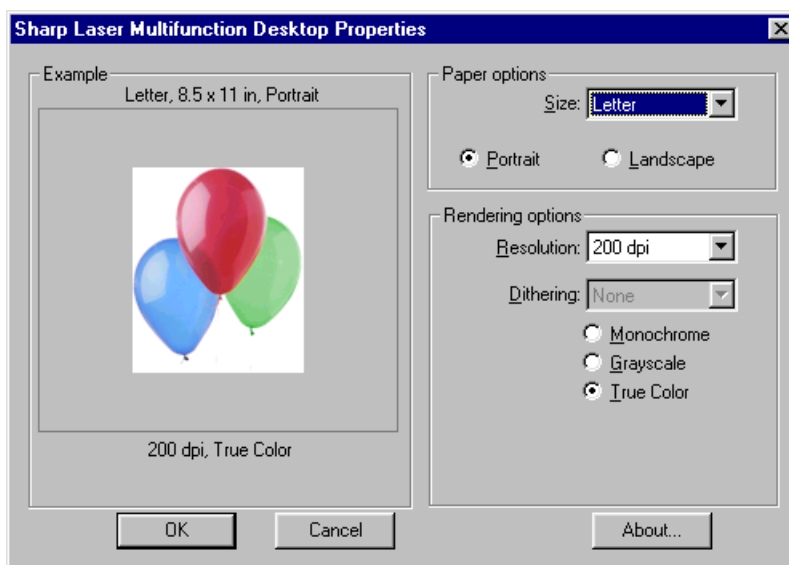


This feature is very useful for converting files originating from different applications into one common format, to be acted upon by a common set of commands, and to be stored and filed together.

**Note:** A maximum of 99 pages can be stored in a single document stack. When you print more than 99 pages to the Multifunction Desktop, all pages from 100 on will be made into separate stacks of 99 pages each.

## Multifunction Desk driver properties

The printer properties for the Sharp Laser Multifunction Desk driver can be accessed by clicking on the **Properties** button in the Print dialog box after Sharp Laser Multifunction Desk has been selected as the printer. (See “[Printing to the Desktop from Other Applications](#)” in this chapter.) The following dialog box will appear.



- **Paper Size**  
Select the size of paper you intend to use for the print job. You can print to Letter, Legal, and A4.
- **Portrait/Landscape**  
Set the orientation for your documents to either Portrait or Landscape.
- **Resolution**  
Select the desired resolution from the drop-down list.
- **Dithering**  
This setting is only enabled when Monochrome is selected. The picture in the Example area shows the effect of the currently selected Dithering setting.
- **Monochrome/Grayscale/True Color**  
Select Monochrome for a simple black and white document, Grayscale for a black and white document with shades of gray, or True Color for a color document.
- **OK**  
Click on this button to save your settings and exit the dialog box.

- **Cancel**

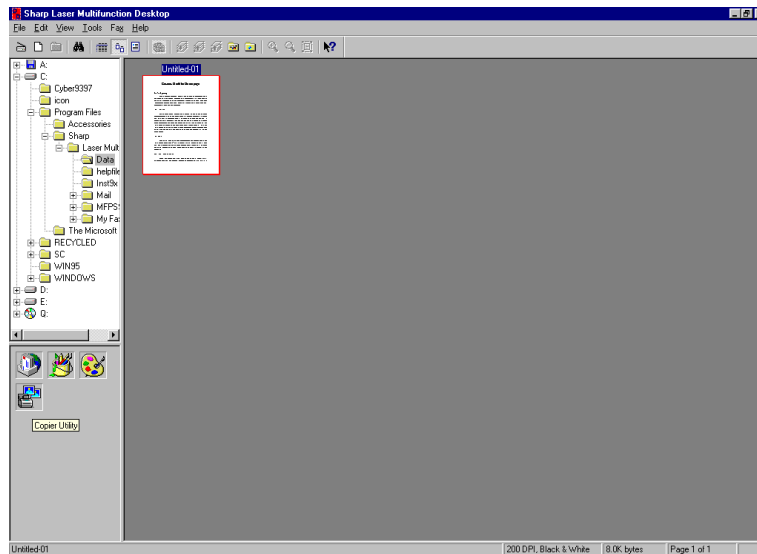
Click on this button to exit the dialog box without changing any settings.

- **About...**

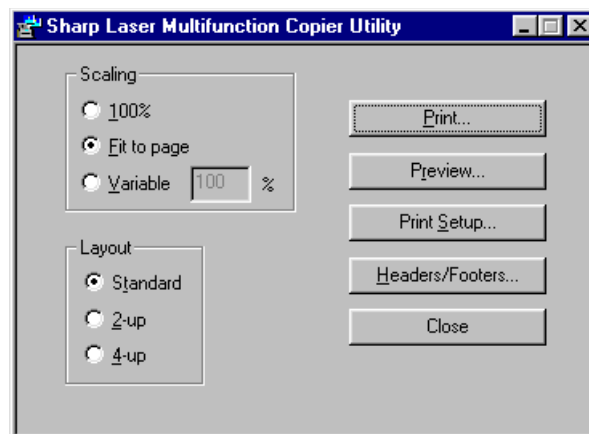
Click on this button to bring up the About message box.

## Using the Laser Multifunction Copier Utility

The Copier Utility is a printing function used to make copies of documents that are in the Multifunction Desktop. It includes various special features not found in regular printing, such as headers/footers and tiling (2-up/4-up). To use the Copier Utility, just select the document in the Multifunction Desktop that you want to copy by clicking on it, then click on the **Copier Utility** icon in the Application Link Area, as shown below. The Laser Multifunction Copier Utility dialog box will appear. Use this dialog box to make various settings, as required, and then press the **Print** button to initiate the copy job.



## Settings in the Copier Utility



### • Scaling

#### • 100%

Prints the page at full size with no reduction or enlargement.

**Note:** When a scanned letter-size document is copied to letter-size paper, or when the image exceeds the printable area, the printed image will not be positioned exactly the same as the original document.

- **Fit to Page**  
Fits the image to the printable area of the printing paper.
- **Variable**  
Allows you to specify the scaling value, from 1% to 100%.
- **Layout**
  - **Standard**  
Prints one copy onto one page.
  - **2-up**  
When copying a multi-page document (a stacked document from the Multifunction Desktop), allows you to copy two pages onto a single page.
  - **4-up**  
When copying a multi-page document (a stacked document from the Multifunction Desktop), allows you to copy four pages (4-up) onto a single page.
- **Print**  
The Print button opens the Print dialog box. If desired you can select the number of copies and/or click the Properties button to adjust printer settings. Click the OK button to begin printing.
- **Preview...**  
Click this button to see how the copy will look when printed. Use the buttons at the top of the window to move through a multi-page document or zoom in and out. When finished viewing the copy, click the Close button. You can also click the Print button to open the Print dialog box to begin printing.
- **Print Setup...**  
Click this button to open the Print dialog box, from which you can click the Properties button to adjust printer settings.
- **Headers/Footers...**  
Click this button to place header/footer information at the top or bottom of each page that prints. When you click the button, the Headers/Footers dialog box appears. You can enter text in the Header and Footer boxes, and you can also click the arrow at the right of each box to enter the path name, date, time, page number, and/or (total) number of pages. Any of the latter items that are selected will appear in the text box as codes, and the Copier Utility will automatically fill in the correct information when the copy is printed. You can check the header and footer information by clicking the Preview button.
- **Close**  
Click this button to close the Copier Utility without copying.

# 5. USING THE MULTIFUNCTION CONTROL PANEL

The Laser Multifunction Control Panel allows you use your computer to program auto dial numbers (Rapid Key and Speed Dial numbers) in the Laser Multifunction unit. Auto dial numbers can be programmed for fax or E-mail. Once a Rapid Key or Speed Dial number is programmed, you can send a document to a fax or E-mail destination by simply loading the document in the document feeder and pressing the Rapid Key or dialing the Speed Dial number on the unit.

(Note: For information on dialing with Rapid Key and Speed Dial numbers, see Chapter 2 of the Operation Manual.)

## Opening the Control Panel

The Control Panel can be opened from the Multifunction Desktop, the Sharp Laser Multifunction Status window, or the Windows Start button.

### From inside the Multifunction Desktop

- From the Tools menu, select **MFP Control Panel...**

### From Windows®

- From the **Start** button on the taskbar, select **Programs**, then go to **Sharp Laser Multifunction** and select **Sharp Laser Multifunction Control Panel**.

### From the Sharp Laser Multifunction Status window

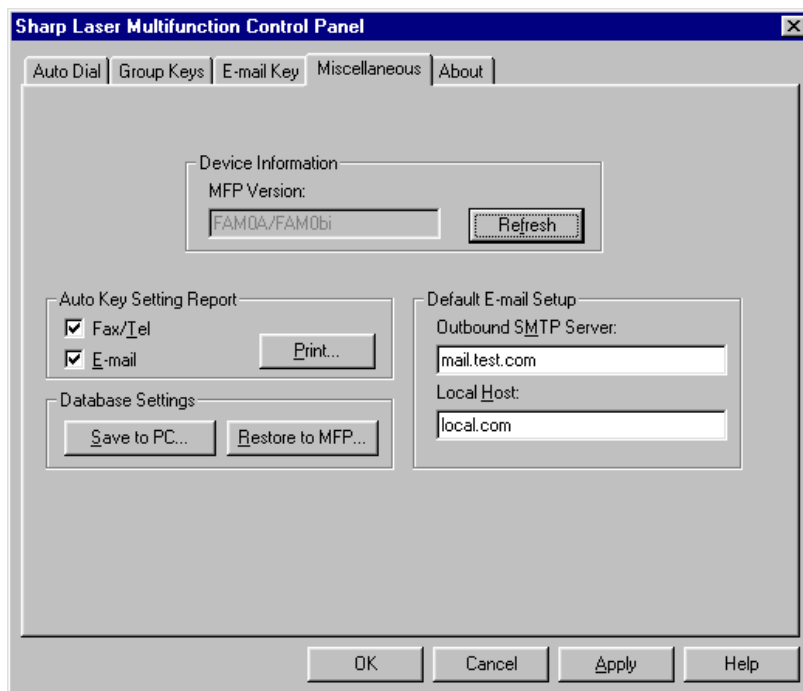
- Select **Sharp Control Panel** from the Utilities menu.

### **Note:**

- *To open the Control Panel, the Laser Multifunction unit must be plugged into a power outlet and connected to your computer.*

## Setup for Auto Dial E-mail

Before you can program an E-mail address in a Rapid Key or Speed Dial number, you must enter the name of your outgoing mail server (SMTP server) in the Control Panel. Open the Control Panel and select the Miscellaneous tab.

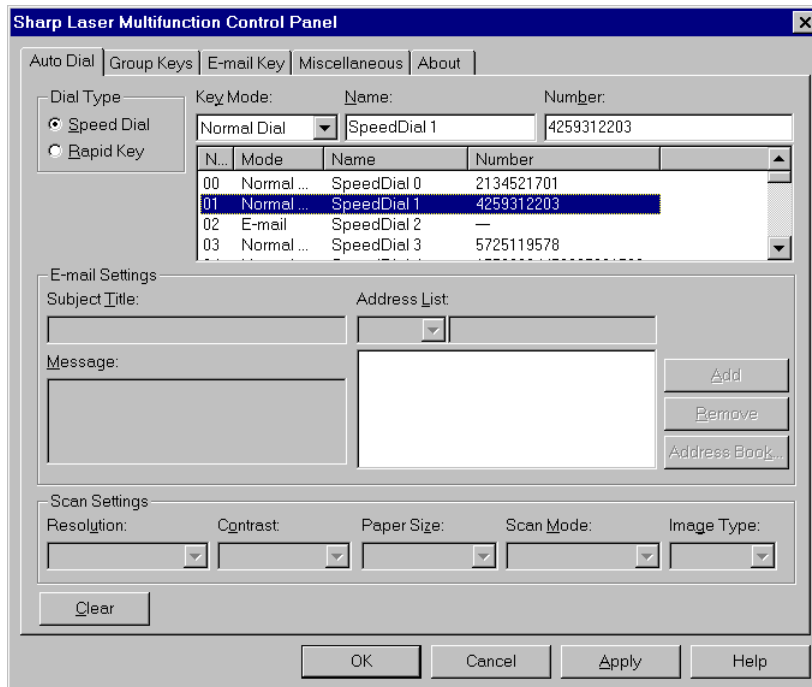


In the Default E-mail Setup field, enter your outgoing mail server name under SMTP Server. (Your Internet service provider provided you with this information when you initiated service. If you no longer have the information, contact your provider.) If your provider also requires a local host, enter the local host name under Local Host.

When finished, click the OK button or the Apply button to save your settings. If you click the OK button, the Control Panel will close. If you click the Apply button, the Control Panel will remain open.

## Programming Rapid Key and Speed Dial Numbers

To program a Rapid Key or Speed Dial number for E-mail or fax, select the Auto Dial tab in the Control Panel.



- 1** In the Dial Type field, select whether you want to program a Rapid Key (one-touch dial key) or Speed Dial number (a two-digit abbreviated dialing number).  
(For more information on Rapid Key and Speed Dial numbers, see Chapter 2 of the Operation Manual.)
- 2** In the Key Mode field, select Normal Dial for a fax number, E-mail for an E-mail destination, or Chain Dial for an area or access code.  
(Note: Programming an area code or access code as a Chain Dial number allows you to automatically dial that area/access code by pressing a Rapid Key or entering a Speed Dial number. You can then dial the rest of the fax or voice number by any of the dialing methods explained in Chapter 2 of the Operation Manual.)
- 3** Enter the name of the destination in the Name field.

**4** If you selected Normal Dial or Chain Dial for the Key Mode, enter the fax number or area/access code in the Number field. When finished, go to Step 6.

**5** If you selected E-mail for the Key Mode, fill in the settings in the E-mail Settings field:

- Click the arrow under Address List and select FROM from the drop-down list. Type in your own E-mail address in the text box to the right and then click the Add button.
- Select TO from the Address List. Type in the E-mail address of the recipient in the text box and then click the Add button. (You can repeat this step to select multiple recipients.) If desired enter E-mail addresses for CC and BCC as well.
- You can also enter an E-mail address from an address book by clicking the Address Book button.

**Note:**

*You must enter your E-mail address in FROM and at least one receiving E-mail address in TO. All other settings in the E-mail Settings field are optional.*

- If desired enter a subject in the Subject Title field and a message in the Message field.
- Adjust the Scan Settings as needed for the document you are going to scan in as an attachment.

**6** When you have finished programming the Rapid Key or Speed Dial number, click the OK button or the Apply button to save your settings and send them to the Laser Multifunction unit. (Clicking the OK button will close the Control Panel. Clicking the Apply button will leave the Control Panel open.)

**Important!**

*If the Laser Multifunction unit is busy with another operation, an error message may appear when you click the OK or Apply button. Make sure the unit is not busy and the display shows the date and time before clicking the OK or Apply button.*

**Note:**

*You can make changes in the settings for a Rapid Key or Speed Dial number at a later time by opening the Auto Dial tab and selecting the Rapid Key or Speed Dial number from the list of your Rapid Key/Speed Dial numbers. Make the changes in the appropriate fields, and then click the OK button or the Apply button.*

**Note:**

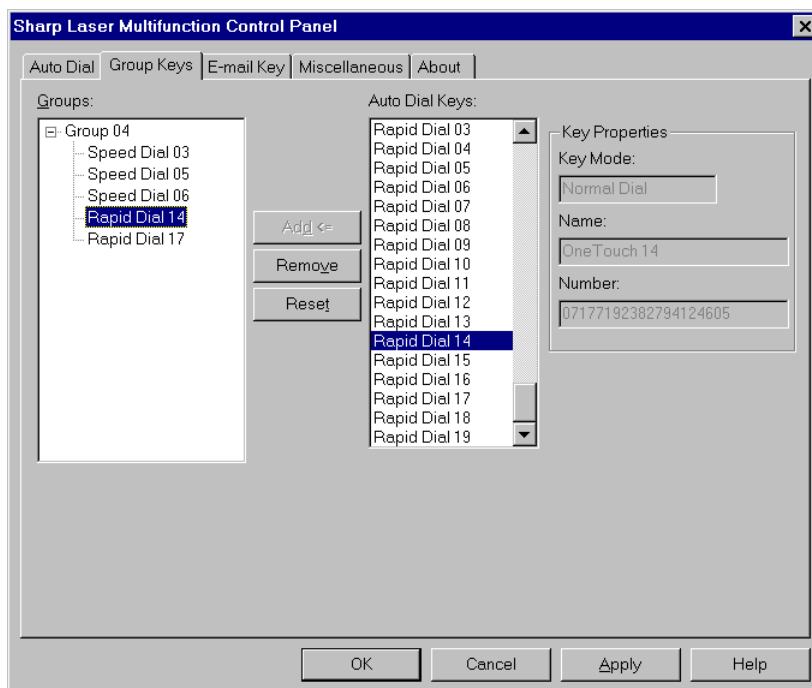
*To print out a list of your fax/tel and/or E-mail numbers, select the Miscellaneous tab and then check the Fax/Tel box or E-mail box (or both boxes) in the Auto Key Setting Report field. Click the Print button to begin printing.*

## Programming Group Keys

You can program a group of Rapid Key and/or Speed Dial numbers into a Group Key (one of Rapid Keys 17/G1 through 20/G4 on the Laser Multifunction unit). This will allow you to automatically send a document to all the fax numbers in the group by simply pressing the Group Key.

Only Rapid Key and Speed Dial numbers for fax/telephone numbers can be programmed in a Group Key. An E-mail destination cannot be included.

To program a group, select the Group tab.



First click on the Group Key that you want to program in the Groups field. Next, select each auto dial number that you want to add to the group from the Auto Dial Keys list (scroll if necessary). After selecting an auto dial number, click the Add button to add it to the group.

*Note: When you select an auto dial number, information about the number will appear in the Key Properties field.*

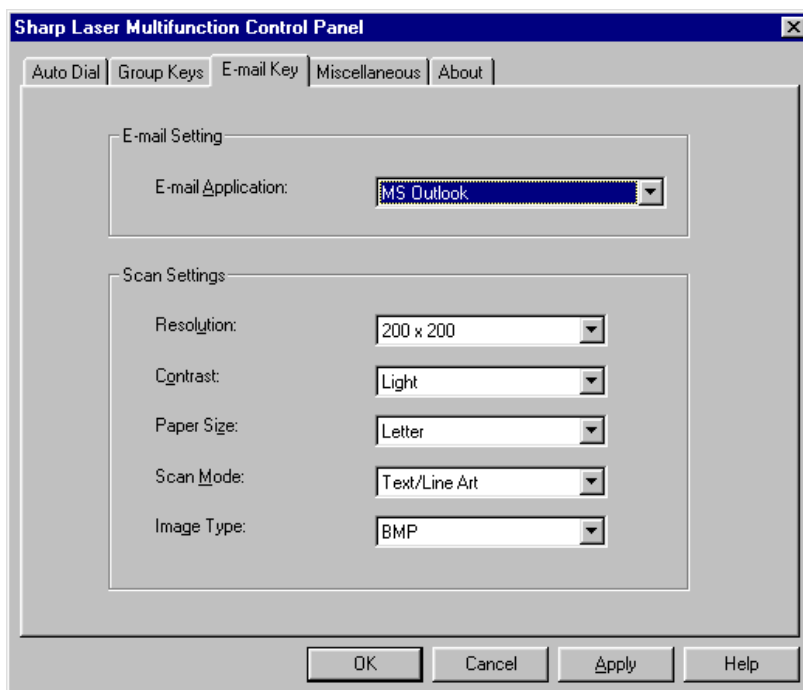
If you need to remove a number from a group, select the number under the Group Key in the Groups field and then click the Remove button. To clear all numbers from a group, select the Group Key or any number in the group and then click the Reset button.

When finished, you can save the settings by clicking either the OK button or the Apply button. If you click the OK button, the Control Panel will close. If you click the Apply button, the Control Panel will remain open.

## Setting Up the E-mail Key

You can also send a document as an E-mail attachment by loading the document in the feeder of the Sharp Laser Multifunction unit and then pressing the E-mail key on the unit's operation panel. The document will be scanned and your specified E-mail program will automatically start on your computer. The document will appear as an attachment in a new E-mail message, and you can then select the recipient and add a subject and message if desired.

To use the E-mail key, you must first select the E-mail program you want to use in the E-mail key tab of the Control Panel.



The E-mail programs that you have available on your computer appear in the drop-down list in the E-mail Setting field. Click the arrow to open the list and then select the desired program.

Change any of the Scan Settings as needed for the document you are going to scan.

When finished, you can save the settings by clicking either the OK button or the Apply button. If you click the OK button, the Control Panel will close. If you click the Apply button, the Control Panel will remain open.

## Making a backup copy of the Control Panel settings

If desired you can store your Control Panel settings on your hard disk for backup purposes. To save the settings, select the Miscellaneous tab and click the Save to PC button in the Database Settings field. Enter a name for the file in the Save As dialog box that appears and click the Save button.

To restore the settings saved in a file, click the Restore to MFP button and select the file in the Open dialog box that appears. When you click the Open button in the Open dialog box, the settings will be sent to the Laser Multifunction unit.

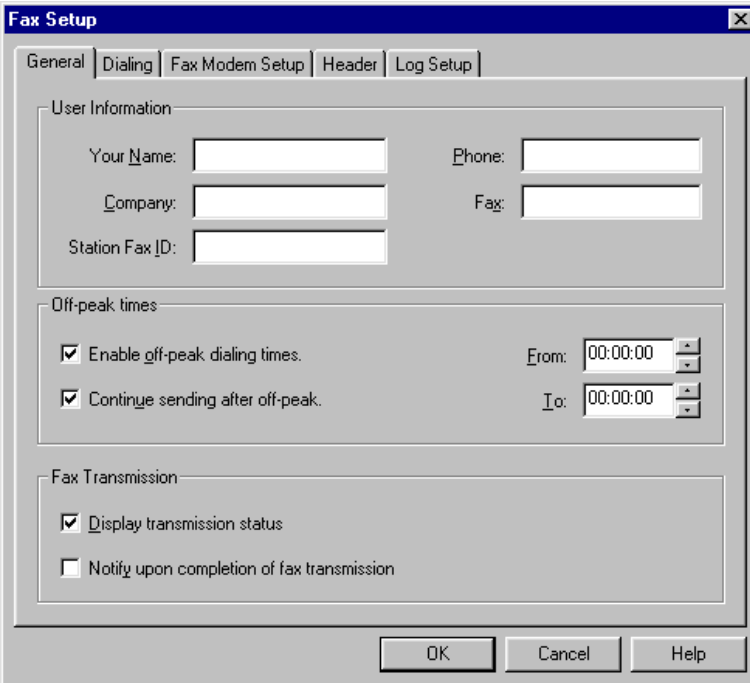
## 6. PC FAXING

### PC Fax Setup

A full range of PC fax functions can be found in the Fax menu of the Multifunction Desktop, including send, receive, log, and scheduling functions.

#### Basic PC fax settings

Before you can begin sending faxes from your computer, several settings are required in the Fax Setup dialog box. To open the dialog box, select Fax Settings from the Fax menu.



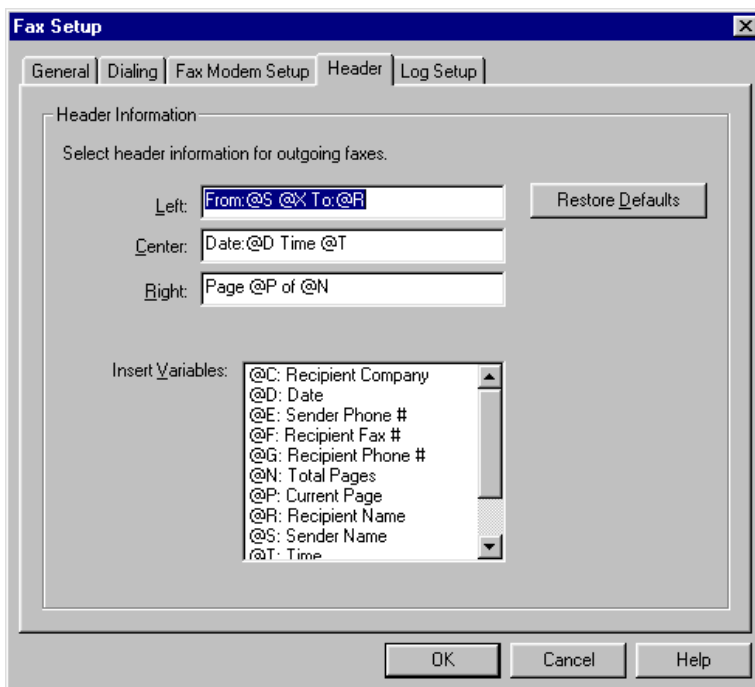
The screenshot shows the 'Fax Setup' dialog box with the 'General' tab selected. The dialog box has a title bar with 'Fax Setup' and a close button. Below the title bar are five tabs: 'General', 'Dialing', 'Fax Modem Setup', 'Header', and 'Log Setup'. The 'General' tab is active and contains three sections: 'User Information', 'Off-peak times', and 'Fax Transmission'. The 'User Information' section has four text boxes: 'Your Name', 'Company', 'Station Fax ID', 'Phone', and 'Fax'. The 'Off-peak times' section has two checked checkboxes: 'Enable off-peak dialing times.' and 'Continue sending after off-peak.', and two time pickers labeled 'From:' and 'To:'. The 'Fax Transmission' section has two checkboxes: 'Display transmission status' (checked) and 'Notify upon completion of fax transmission' (unchecked). At the bottom of the dialog box are three buttons: 'OK', 'Cancel', and 'Help'.

In the General tab of the Fax Setup dialog box, type in your name and your fax number in the appropriate text boxes in the User Information field. If desired you can also enter your company name and phone number.

**Note:**

*You are required by law to include your name, fax number, and the date and time on your faxes. The Multifunction Desktop will automatically print your name and fax number as entered above, together with your system date and time, in a header at the top of each of your fax pages. See the following page for information on configuring the header.*

Next, select the Header tab from the Fax Setup dialog box.



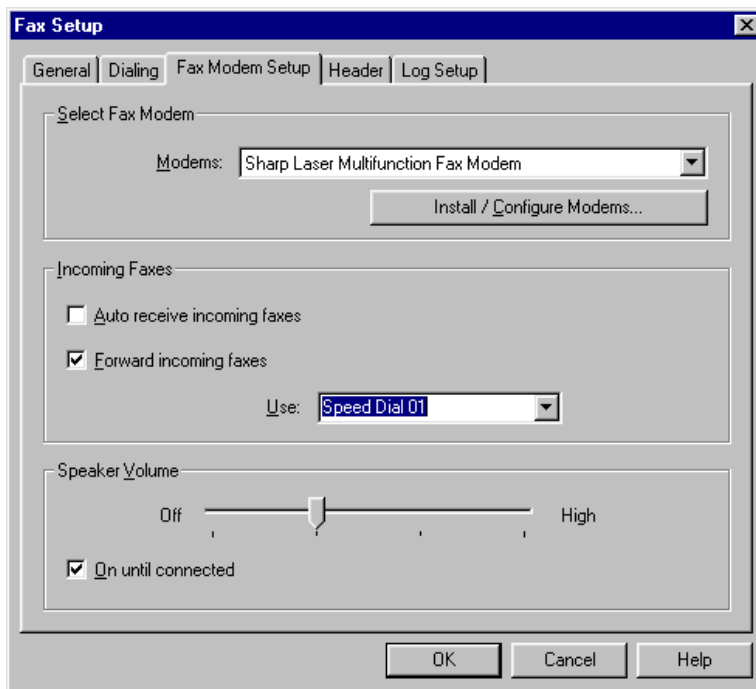
The Header tab allows you to configure the information that appears in the header at the top of each of your faxes. You can enter text in each of the text boxes for the left side, center, and right side of the header, and you can also insert variables.

When you insert a variable, the Multifunction Desktop will automatically fill in the information represented by the variable when it sends the fax. Sender information such as Sender Name and Sender Fax # is taken from the information you provided in the User Information field of the General tab. Recipient information is taken from the information you provide when specifying the recipient in the Fax Send window as explained in the following section.

Note that if you insert a variable (such as Recipient Company) but don't provide the corresponding information in the Fax Send window (or in a phonebook entry if the recipient is selected from a phonebook), the information will not appear.

Remember that the law requires that your name, fax number, and the date and time appear on your faxes. This information is provided by the variables included in the default configuration. We recommend that you do not delete these variables.

Next, you must select the fax modem to be used. Fax sending and receiving are not possible until a modem is selected. Select the Fax Modem Setup tab.



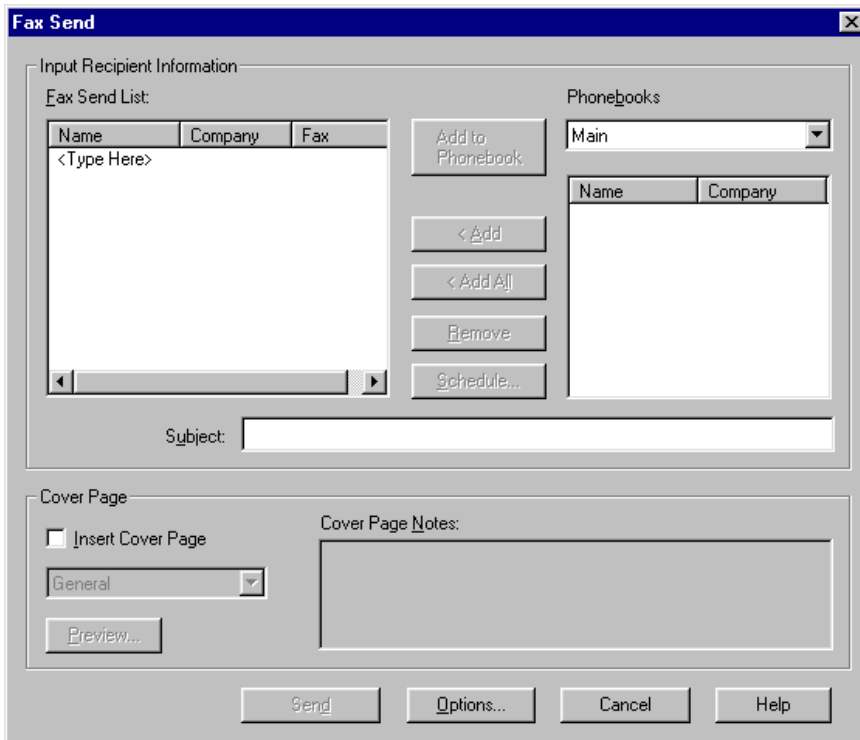
Select the modem you want to use from the "Modems:" drop-down list (normally this will be **Sharp Laser Multifunction Fax Modem**) and then click the "Install / Configure Modems..." button. Click OK in the Modems Properties window that appears, and then click OK in the Fax Modem Setup tab.

This completes the basic setup needed for you to begin PC faxing. The other settings in the Fax Setup dialog box allow you to customize the PC fax feature to better suit your needs. For an explanation of each of the settings, click on the Help button at the bottom of the dialog box.

# Sending Faxes

## Faxing documents from the Multifunction Desktop

You can send documents from the Multifunction Desktop. To send a document, click on it in List or Thumbnail View to select it, or display it in Page View, and then select Fax Send from the Fax menu. The Fax Send dialog box appears.



You can specify the destination by directly entering a name and fax number, or by selecting a destination from a phonebook.

### **Directly entering a destination:**

On the top line of the Fax Send List, click under Name where it says <Type Here> and enter the name of the recipient. Click under Company and enter the company name if desired, and then click under Fax Number and enter the fax number. To finalize the entry, press the Enter key on your keyboard or click anywhere outside of the name and number line.

To add a second destination, click again on <Type Here> at the top of the Fax Send List and repeat the above procedure.

### **Selecting a destination from a phonebook:**

To select a destination from a phonebook, first select the desired phonebook from the drop-down list under Phonebooks, and then click on a destination below it. Click the Add button to add the destination to the Fax Send List. (To add all destinations in the phonebook, click the Add All button.)

### Adding a cover sheet

To add a cover sheet to the fax, check the Insert Cover Page box. Select a cover page from the "Insert Cover Page" list, and type in any additional comments you want to add in the Cover Page Notes field. Type in a subject in the Subject box. To see how the cover page will look, click the Preview button.

#### **Note:**

*You can add more than one destination to the Fax Send List to send the document to multiple locations. If you need to remove a destination from the Fax Send List, click on the destination in the list to select it and then click the Remove button.*

### Selecting the Resolution

To select the resolution for sending the fax, open the Printers window (click the Start button, point to Settings, and then select Printers). Right click the Sharp Laser Multifunction Fax icon and select Properties from the pop-up menu. Select the Details tab and then click the Setup button. In the Graphics tab, select the desired resolution (Standard or Fine) from the Resolution drop-down list. Click OK when finished.

### Options

Click the Options button if you want to change the "Keep Pages After Send" selection (whether or not the fax pages are retained in the "My Fax">>"Sent Fax" directory after the fax is sent).

### Sending the Fax

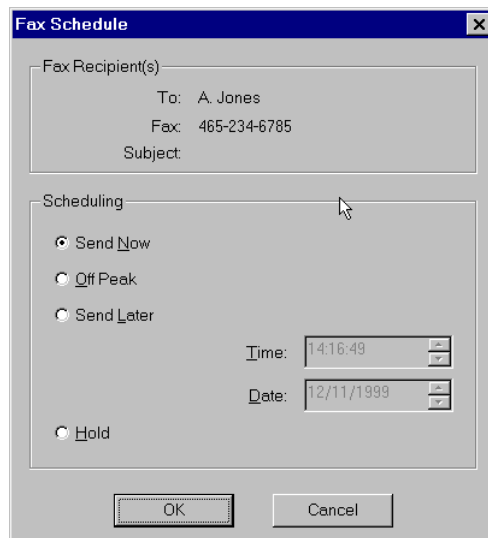
When you have completed all settings and are ready to send the fax, click the Send button. When the transmission is completed, the fax will be entered in the Fax Send Log.

#### **Note:**

*To view the Fax Send Log, select Fax Logs from the Fax menu and click on the Fax Send Log tab.*

### Scheduling a fax for transmission at a later time

To set up a fax for transmission at a later time, click the Schedule button after selecting the destination and cover page settings. The Fax Schedule window appears.



In the Schedule field, select Off-Peak, Send Later, or Hold (see below). When you have completed your selection, click the OK button to return to the Fax Send dialog box and then click the Send button to send the fax.

### **Off-Peak**

If you select Off-Peak, the fax will be sent anytime during the off-peak period you have specified. To use this selection, you must first set the off-peak period. Select Fax Settings from the Fax menu to open the Fax Setup dialog box. In the General tab, check the “Enable off-peak dialing times” box and then enter the From and To times. Note that if the “Continue sending after off-peak” checkbox is not selected and your set off-peak period ends in the middle of a fax transmission, the transmission will stop. The fax will appear in the Fax Send Log as “pending”. In this case you can open the Fax Send Log, select the fax, and then click the Reschedule button to send it immediately or reschedule it for a later time.

### **Send Later**

If you select Send Later, enter the date and time (in 24-hour format) that you want the fax sent.

### **Hold**

If you select Hold, the fax will be held in the Fax Outbox until you specify that it be sent. When you are ready to send the fax, open the Fax Send Log by selecting Fax Logs in the Fax menu, click on the fax in the log to select it, and then click the Release button.

### **To change a scheduled fax**

If you need to change the scheduling of a fax, use the Fax Send Log. Open the Fax Send Log by selecting Fax Logs in the Fax menu, click on the fax in the log to select it, and then click the Reschedule button. The Fax Schedule window appears to let you change settings or send the fax immediately. To cancel a scheduled fax transmission, select the fax in the log and then click the Delete button.

### **Note:**

*PC fax does not have an Error Correction Mode (ECM) function. Even if the ECM function of the Laser Multifunction unit is turned on, it will not operate for PC fax.*

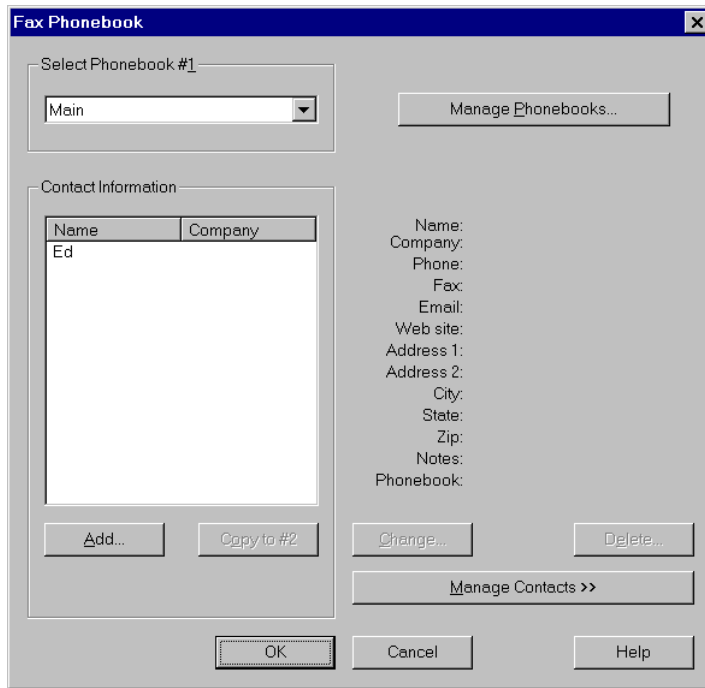
## **Faxing a document from another application**

You can also fax documents from other applications. When you are ready to fax a document, select Print from the File menu of the application. For the printer, select “Sharp Laser Multifunction Fax”. When you execute the print command, the Fax Send dialog box will appear. Select the destination and complete any other settings as explained in the previous section, and then click the Send button to send the fax.

## **Entering contacts in a phonebook**

Phonebooks provide a convenient means of managing the destinations to which you send faxes. When a contact is entered in phonebook, you can specify it for a fax transmission by simply opening the phonebook from the Send Fax dialog box and clicking on the destination. If desired you can create more than one phonebook.

To create a phonebook or add a new contact, select Fax Phonebooks from the Fax menu. The Fax Phonebook dialog box opens.



The Main phonebook is already created by default. If you want to create another phonebook, click the Manage Phonebooks button and select New in the Manage Phonebooks dialog box. The New Phonebook dialog box will open to let you type in a name for the phonebook.

To add a new contact to a phonebook, select the phonebook from the Select Phonebook drop-down list, and then click the Add button. The Add Contact Information dialog box opens.

**Add/Modify Contact Information**

Contact Information

First Name:  Last Name:

Company:

Address 1:

Address 2:

City:  State:

Zip:  Country:

Phone:  Fax:

E-mail:  Web:

Notes:

OK Cancel Help

Fill in the information as desired (note that entries are required in at least the First Name and Fax boxes), and then click the OK button. The contact will appear in the Contact Information list.

To change the information entered for a contact, select the contact from the Contact Information list and then click the Change button. The Change Contact Information dialog box will open to allow you to make the desired changes. When finished, click the OK button.

To delete a contact, select the contact from the Contact Information list and then click the Delete button.

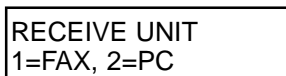
## Receiving Faxes

To receive faxes to your computer, first set the RECEIVE UNIT setting on the Sharp Multifunction Laser unit to PC:

Press the **FUNCTION** key and then the **#** key on the unit's operation panel.



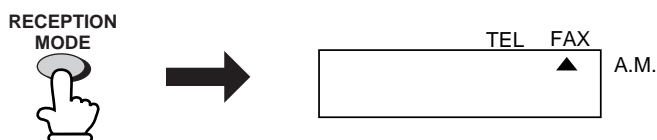
The display shows:



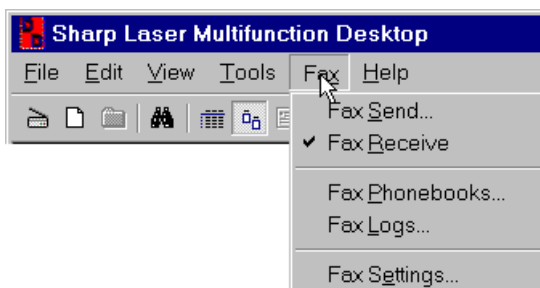
Press the **2** key to select PC.



Next, set the reception mode of the unit to FAX by pressing the **RECEPTION MODE** key until the arrow in the display points to FAX:



When you have completed the settings on the Laser Multifunction unit, open the Fax menu of the Multifunction Desktop and click on Fax Receive so that a checkmark appears next to it. This turns on auto fax reception in the Multifunction Desktop.



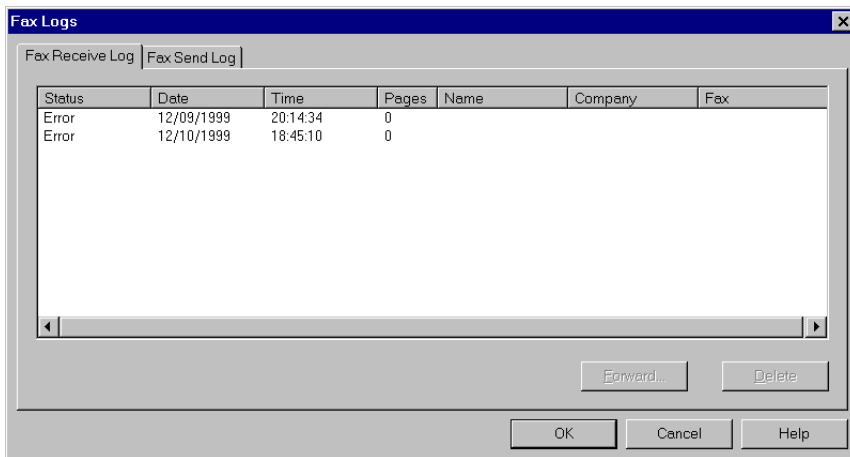
When a fax comes in, messages will appear in the Sharp Laser Multifunction Status window, and at the bottom of the Multifunction Desktop.

If you need to turn off auto fax reception, simply click Fax Receive once again so that the checkmark no longer appears. Note that auto fax reception can only take place if the Multifunction Desktop software is running.

*Note:*

*You can also turn auto fax reception on and off by selecting or deselecting "Auto receive incoming faxes" in the Fax Modem Setup tab of the Fax Setup dialog box. (The Fax Setup dialog box is opened by selecting Fax Settings from the Fax menu.)*

You can check your received faxes in the Fax Receive Log. To open the log, select Fax Logs from the Fax menu and then select the Fax Receive Log tab.



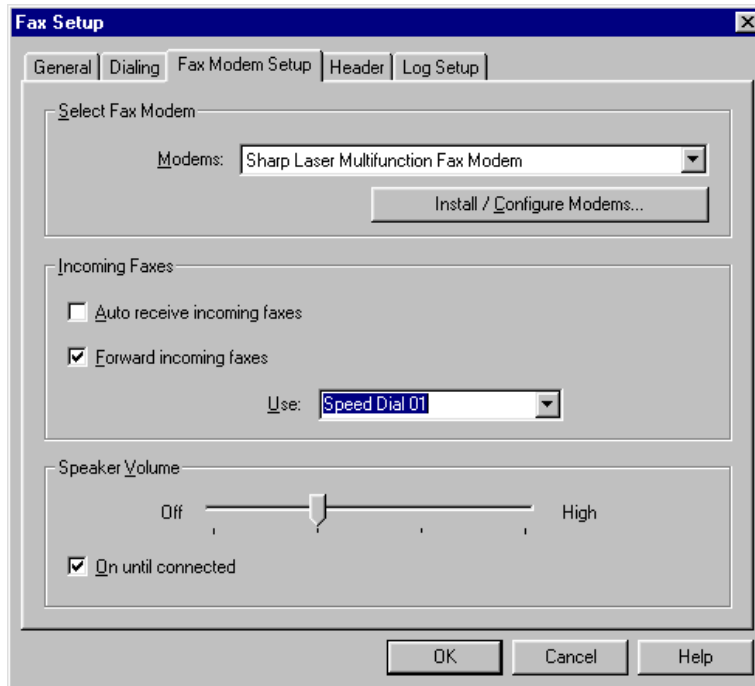
To view a fax in the Multifunction Desktop, double click on it.

You can also display your received faxes by opening the Fax Inbox directory. To open the directory, simply click on the Fax Inbox directory in the Folder Area.

## Fowarding received faxes to an E-mail destination

If desired you can have all incoming faxes automatically forwarded to a specified E-mail address. To use this feature, you must first program the E-mail address (only one) into a Rapid Key or Speed Dial number. (See *Programming Rapid Key and Speed Dial Numbers* on page 5-1.)

To turn on this feature, select Fax Settings from the Fax menu and then select the Fax Modem Setup tab.



In the Incoming Faxes field, select "Forward Incoming Faxes". In the "Use:" drop-down list, select the Rapid Key or Speed Dial number in which you programmed the E-mail address. When finished, click the OK button.

Note that the Forward Incoming Faxes feature overrides the RECEIVE UNIT and reception mode settings on the Laser Multifunction unit, and thus it isn't necessary to change these settings when you turn on the Forward Incoming Faxes feature. When the feature is turned on, E-MAIL TRANSFER will appear in the unit's display.

# INDEX

## A

Acquire Image tool 1-4  
Add Text tool 3-11  
Annotation Properties tool 1-5  
Annotation settings 3-12  
Application Link Area 1-6

## C

Contrast (for scanning) 2-5  
Control Panel  
    Auto Dial tab 5-3  
    Backup of settings 5-7  
    E-mail Key tab 5-6  
    Group tab 5-5  
    Miscellaneous tab 5-2  
    Opening 5-1  
Copier Utility 4-9  
Cover sheet, adding 6-5  
Crop tool 3-11

## D

Desktop Area 1-6  
Desktop properties 3-30  
Document formats 3-26  
Document Summary tool 3-22  
Documents  
    Copying 3-8  
    Creating 3-1  
    Deleting 3-2  
    Moving 3-8  
    Renaming 3-6  
    Stacking 3-20

## E

E-mail key, setting up 5-6  
E-mailing documents 3-29, 5-3, 5-6  
Exporting documents 3-26

## F

Fax Inbox directory 6-10  
Fax Receive Log 6-10  
Fax scheduling 6-5  
Fax Send dialog box 6-4  
Fax Send Log 6-5  
Fax Setup dialog box  
    Fax Modem Setup 6-3  
    General tab 6-1  
    Header tab 6-2

Faxes, sending 6-4  
Find tool 1-5  
Finding documents 3-23  
Fit to Window tool 1-5  
Folder Area 1-6  
Folders  
    Creating 3-2  
    Deleting 3-2  
    Renaming 3-7  
Forwarding faxes to E-mail 6-11  
Freehand Draw tool 3-11

## G

Group Keys, programming 5-5

## H

Header information (fax) 6-2  
Help tool 1-6  
Highlight tool 3-11

## I

Image enhancing tools 3-9  
Image Toolbox 3-11  
Importing documents 3-25

## L

Line and Arrow tool 3-11  
Linking to other applications 3-27  
List View 3-3  
List View tool 1-5  
Local host, entering 5-2

## M

MFP Control Panel tool 1-5  
Multifunction Desk driver settings 4-7  
Multifunction Desktop 1-3  
Multifunction software, launching 1-2

## N

New Document tool 1-4  
New Folder tool 1-4

## O

Outgoing mail server, entering 5-2

## P

Page View 3-4

- Page View tool 1-5
- Paper sizes
  - For printing 4-1
  - For scanning 2-5
- Parallel port mode 2-1
- Phonebook
  - Entering contacts in 6-6
  - Selecting destination from 6-4
- Pointer tool 3-11
- Printer driver 4-1
- Printer settings, accessing 4-1
- Printing
  - From an application 4-4
  - From Multifunction Desktop 4-2
  - To Multifunction Desktop 4-5
- Programming auto dial numbers 5-3

## R

- Receive Unit setting 6-9
- Receiving faxes 6-9
- Resolution
  - Faxing 6-5
  - Scanning 2-4
- Rubber Stamp tool 3-11

## S

- Scan mode 2-5
- Scan source, selecting 2-2
- Scanning 2-3
- Select Source dialog box 2-2
- Selection tool 3-11
- Sending faxes
  - From Multifunction Desktop 6-4
  - From other applications 6-6
- Show Image Toolbox tool 1-5
- SMTP server, entering 5-2
- Sorting documents 3-21
- Stack tool 1-5
- Stacking documents 3-20
- Status Bar 1-6
- Sticky Note tool 3-11

## T

- Thumbnail View 3-3
- Thumbnail View tool 1-5
- Toolbar 1-4
- TWAIN standard 2-1

## U

- Unstack tool 1-5
- Unstack top page tool 1-5
- User Information (Fax Setup) 6-1

## V

- View Menu commands 3-5
- Viewing documents 3-3

## Z

- Zoom In tool 1-5
- Zoom Out tool 1-5